

Astronomy Unit, School of Physics and Astronomy: Staff & PGR Students Authorised Absence (Part A) and Annual Leave (Part B)

Name:	
Manager/Supervisor:	

PART A: PAID AUTHORISED ABSENCE (LESS THAN ONE MONTH)

Requests for funding from School or EDA should be made by email to AU Director before completing this form. Students should discuss funding with their supervisor before completing this form.

From:		To:		Number of working days:	
Activity (and personal contribution, eg talk, poster)					
Contact details				Tel no:	
ESTIMATED COSTS		FUNDING			
Travel:		Source	Amount		
Subsistence:		Res. grant		Grant:	Account:
Other:		External		Source:	
Total:		School			

PART B: REQUEST FOR ANNUAL LEAVE

Requests for annual leave must also be made on the MyHR website, with the same information as below

From:		To:		Number working days:	
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PART C: SUBSTITUTES (To be completed in all cases)

You should normally make arrangements to cover duties including teaching modules, lectures, classes, marking, research student supervision, project supervision, administration duties etc.

Activity (Lectures, classes, advising, PGR students, exam boards etc)	Substitute

	SIGNATURES	Date
Applicant		
Line Manager/Supervisor		
Director, Astronomy Unit (for HoS)		

