**Department of Preventive and Social Medicine**

 ***Application form for***

**Leave of Absence**

**(up to 10 working days)**

Leave of Absence refers to a period of time when staff members are working away from their normal workplace.  It is not Annual, Sick, Research and Study Leave, Conference Leave, Leave Without Pay or Discretionary Leave. Leave of Absence can be taken at any time and is not linked to Conference Leave alone. Only in exceptional circumstances will academic staff be allowed to take more than 20 days leave of absence per year.

|  |  |
| --- | --- |
| **Name of staff member** |  |
| **Destination** |  |
| **Dates of travel** |  |
| Please also indicate here dates of any annual leave to be taken within the period of absence: (*This also needs to be recorded via web kiosk)*. |  |
| **Reason for travel** |  |
| **Summary of financial considerations** |  |
| **Arrangements for cover of any duties**  |  |
| **Signature of the staff member** |  |
| **Endorsing HOD name** **Signature** **Date** | Prof Jennie Connor ……………………………… ­­­­\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_ |

Copy to be retained for Department file

Cc. to staff member