

# Appendix 9

## Leaving/Extended Absence Form for Approved Users



# Leaving/Extended Absence Form: for Approved Users

*This 'Leaving Form' is to be completed by all 'Approved Users' as notification of leaving the University of Otago, Wellington*

*University of Otago, Wellington*

## Microorganisms, Uncleared Biologicals and Vertebrate Animals HSNO Exempt Laboratories

Approved User: \_\_\_\_\_  
*(preferred user name)*

Sector: \_\_\_\_\_

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. (a) I need to be removed as an Approved User with the above named Sector.   | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) I will be taking extended leave for ___ months.                            |                          |                          |
| 2. My last day of work at University of Otago, Wellington is:<br>_____         |                          |                          |
| I will be returning to UOW on: _____   |                          |                          |
| 3. I have additional responsibilities as documented in the Quality Manual.     | <input type="checkbox"/> | <input type="checkbox"/> |
| My replacement for those responsibilities will be:<br>_____                    |                          |                          |
| 4. I have returned all keys and swipe cards to the Sector Manager/Lab Manager. | <input type="checkbox"/> | <input type="checkbox"/> |

Signed: \_\_\_\_\_  
*(Approved User)*

Date: \_\_\_\_\_

*When you have completed this form, please return it to your Sector Manager*

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*Sector Manager – use only.*

Signed: \_\_\_\_\_  
*(Sector Manager)*

Date: \_\_\_\_\_

