

Department of Applied Mathematics & Theoretical Physics

Short Leave Request Form

[Short leave](#) may be requested through the Head of Department for periods of between 2 - 14 nights during Full Term. Permission is not needed for a period of leave less than 2 nights.

Requests for a period of short leave between 15 - 28 nights should be made to the General Board, **via the Faculty Board**, using the [CHRIS 67 form](#).

Surname:				
Forename(s):				
Dates of proposed absence:	From:		To:	
Destination:				
Purpose of proposed absence:				
Teaching duties to be covered during period of absence:				
Arrangements to cover teaching:				
Please inform the Undergraduate Office of any revised teaching arrangements				

Please submit this form to the Head of Department for approval

I approve this request for short leave:

Signed:Date:.....
(Head of Department)