

School of Mathematical and Physical Sciences

Faculty Request for Leave of Absence form
(Please return to the Head of Department via in tray in School Office)

Please use this form for absences of more than 2 days during term, or more than 2 weeks out of term, for which permission is required from the Head of Department. It is your responsibility to inform your Department of any planned absences, to arrange cover for teaching and supervision, and to leave contact details. You may do that by email to physicsoffice@sussex.ac.uk or mathsoffice@sussex.ac.uk.

Please check the MPS Google calendar for key dates <http://www.sussex.ac.uk/mps/internal/staff/calendar>

Your Name:			
Department: <i>please circle</i>	Mathematics	Physics & Astronomy	
Leave dates from:		Return date:	
Does the absence include? <i>please tick</i>	Induction week (September)	Exam Boards (various)	
Reason for leave:	<i>If attending a conference, please give name and url</i>		
Contact details:			
If you are travelling within the UK or outside, please confirm that you have applied for travel insurance www.sussex.ac.uk/finance/documents/business-travel-abroad-application-form-word.docx and have completed the travel risk assessment form http://www.sussex.ac.uk/hso/documents/otsra-form.docx Yes <input type="checkbox"/> No <input type="checkbox"/>			

Arrangements to cover teaching and other duties Please indicate with a \checkmark if the substitute has agreed:

	Details	Substitute name	\checkmark
Lecture course/Lab*			
Dates and times			
Workshop/class*			
Dates and times			
Research Students name(s)			
MSc/UG projects/ RP/summer students			
Academic Advisees			
Examining (e.g. presence during exam, exam & project marking and checking)			
Administrative duties (e.g. Exam Board & other committees)			
No arrangements are required			

Please note that your office may be used for visitors or other purposes while you are away.

*It is your responsibility to inform students about the alternative arrangements.

Signed Date

Request agreed..... Date

by Head of Department. *Once agreed, this form will be retained by the Course Co-ordinator. If the absence is not agreed you will be contacted about this.*