

Application for Holidays

Complete and return to Director of School's Office

Name					
I request		days leave from	Date (1st day of holiday)	Returning to work on	Date you Return to LJMU
Signed				Date	
Approved				Date	
	Director of School				

Notification of Absence from work on University business

Complete and return to Director of School's Office

Name					
Reason:					
I will be away for		days on University business	Date (1st day)	Returning to work on	Date

Personal Accident and Travel cover is in place for all JMU staff traveling on University business when are away from their home overnight or longer. Pre-notification is required for all travel outside the UK by completion of form Application for Travel Outside UK. <http://www.ljmu.ac.uk/fin/maininsurance/insurance/insurance.htm>

Staff travelling abroad should complete the above form in consultation with either the Director or Deputy Director of School if they are in any doubt as to the risk associated with travel to a particular country.

Signed				Date	
Signed				Date	
	Director of School				