

Mathematics Institute – University of Warwick
SHORT TERM ACADEMIC LEAVE

When applying for leave during term time this form must be completed and given to the Head of Department's Secretary (Room B1:06) for approval by the Head of Department.

NAME:

Dates from/to (inclusive):

No. of Working Days absent (Mon-Fri):

Reason for Short-term leave:

Should you require more than 5 days, your request will be sent to the University's Study Leave Committee for approval

Arrangements for your **modules** during your absence:

Member of Staff Responsible for your **tutees** during your absence:

Member of Staff Responsible for your **graduate students** during your absence:

Which **chores** are you responsible for and who is looking after them during your absence?

Member of Staff Responsible for your **examinations** during your absence:

Term 3 – *Must include information regarding invigilation, script marking/checking, essays etc*

No member of staff should make plans to be away during weeks 9-11 of **term 3** without permission (which may not be granted). Nearly all staff are on one board or other, and most staff need to be available at set times to see their personal tutees during week 10. Attendance at Exam Board meetings is compulsory.

Signature: _____

Date: _____

HoD's Signature: _____

Date: _____

Procedure for leave of absence during term time:

(1) 1 – 2 days: Permission is not required

You should display a note informing people of your absence on the notice board outside your office.

(2) 3 days or more: Head of Department's permission required

- i. Complete this form.
- ii. Your tutees will be informed.
- iii. You should display a note informing people of your absence and who the substitute tutor is on the notice board outside your office.

(3) More than 5 days: permission is unlikely to be granted for leave during the first week of term, the final week and week 11 of term 3 (Exam Boards) or for periods of more than five days when you are teaching.

- i. Complete this form.
- ii. Your tutees will be informed.
- iii. You should display a note informing people of your absence and who the substitute tutor is on the notice board outside your office