

School of Mathematics

**Request for leave of absence**

Any member of the academic staff who wishes to be absent from the University during term time should complete this form. For this purpose, "absent" is taken to mean absent for more than one day. Under the University's regulations, academic staff require the written approval of the Head of School for absences of less than a term's duration. For longer periods, the Head of School is required to make a recommendation to the Dean of the Faculty. (The relevant Senate Standing Order is given overleaf).

Members of staff can expect that the Head of School will normally approve requests for Leave of Absence for appropriate academic purposes, providing teaching and administrative responsibilities are either not affected or are appropriately covered.

<b>Name:</b>	
<b>Period of leave (exact dates):</b>	to
<b>Reason for leave:</b>	
If you are using your own car for transport, please confirm that your Insurance covers 'Business Use' (see <a href="http://www.bris.ac.uk/secretary/insurance/motors/employcar.html">http://www.bris.ac.uk/secretary/insurance/motors/employcar.html</a> )	
<b>How teaching and administrative responsibilities will be covered:</b>	
If postgraduate tutor needed for cover:	
Name of tutor:	
Name of tutorial/lecture covered:	
Number of sessions to be covered:	
The Finance Manager will fill in the section below:	
Confirmation mandatory tutorial training received: Yes / No	
Total cost of cover:	
<b>Signature:</b>	<b>Date:</b>
<b>Approved by Head of Group:</b>	
<b>Approved by Head of School:</b>	

*Members of staff should print off the form, sign it, have it authorised by their HoG, then send it to Helen Craven in room 1.7*

## **Extract from Senate Standing Orders**

### **Short Leave of Absence (in term time)**

This covers a period less than a term during which members of staff have leave for definite purposes approved as being consonant with their academic work or in the interest of the University. Normally there is no deduction of salary, and no replacement teaching, and their duties must be covered as necessary by their colleagues.

### **Long Leave of Absence (in term time)**

This relates to periods of one or more terms during which members of staff take up appointments to carry out activities for which they are paid by some outside body. Salary is not normally paid, but the University may continue superannuation contributions.

The responsibility for authorising short leave of absence will sit with the Head of Department or School; and responsibility for authorising long leave of absence with the Dean, on the recommendation of the Head of Department or School. It will fall to the Department, School or Faculty to ensure that relevant colleagues in Support Services are consulted and advised, as appropriate. This will normally extend to the Finance Office for salaries, tax and pensions purposes; the Personnel Office for staff records; the International Recruitment Office in cases where staff are travelling abroad; and Information Services and Systems in respect of Library communications and identity management. It will also fall to Departments, Schools and Faculties to maintain consolidated local records of such absences.