

APPLICATION FOR APPROVAL OF ABSENCE ON DUTY ACADEMIC STAFF FORM 17.04A

STAFF MEMBER TO COMPLETE



Macquarie University 9 February 2002

Division/ Office: _____ Budget Unit: _____

Family Name: _____ Other Names: _____

Employee Number: _____ Extension Number: _____

Period of Absence From: / / To: / /

NOTE: All other associated leave, such as Annual Leave, Long Service Leave or Leave Without Pay must have been approved separately by the appropriate delegate.

Tick one or both reasons for which approval is required

Outside Australia **Destination:**

Exceeds 5 weekdays during teaching / examination period

Reason for Absence (Please tick appropriate box(es))

Research Teaching Macquarie Course

Other purposes (specify):

Attending Conference, another institution - as follows:

Additional Comments (if desired)

Signature of Staff Member: _____ / / _____
(Date)

Recommended: _____ / / _____
Supervisor (Date)

Approved _____ / / _____
Head of Division/Office (Date)

Recorded and Filed in Division/Office: _____ (inits) / / _____
(Date)

Division/Office Reference No.: _____