

Department of Pure Mathematics & Mathematical Statistics

Short Leave Request Form

[Short leave](#) may be requested through the Head of Department for periods of between 2 - 14 nights during Full Term. Permission is not needed for an absence of 2 nights or less.

Please note: If you need to rearrange teaching commitments please speak to the Undergraduate Office ASAP

Requests for short leave absences of 15 - 28 nights should be made to the General Board, via the Faculty Board, using the [CHRIS 67 form](#).

Surname:				
Forename(s):				
Dates of proposed absence:	From:		To:	
Destination:				
Purpose of proposed absence:				
Teaching duties to be covered during period of absence:				
Arrangements to cover teaching:				

Please submit this form to the Head of Department for approval

I approve this request for short leave:	
Signed:	Date:.....
(Head of Department)	