**DPMMS**

**Short Leave Request Form**

[Short leave](http://www.admin.cam.ac.uk/offices/hr/policy/leave/professional.html) may be requested through the Head of Department for periods of between 2 - 14 nights during Full Term. Permission is not needed for a period of leave less than 2 nights.

Requests for a period of short leave between 15 - 28 nights should be made to the General Board, **via the Faculty Board**, using the [CHRIS 67 form](http://www.hr.admin.cam.ac.uk/forms/chris67-academic-and-study-leave-application-form).

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| --- | --- | --- | --- | --- |
| 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 inform the Undergraduate Office of any revised teaching arrangements** | | | | |
| *Please submit this form to the Head of Department for approval* | | | | |
| I approve this request for short leave:  Signed: ………………………………………………………….…….Date:……………………..  (Head of Department) | | | | |