

Academic Staff Leave & Off-Campus University Activities

Name:		Tel Ext:		School:	
Fractional Appointments:	Number of days normally worked per week:		Number of working days this absence:		

I propose to be/have been absent from campus for the purpose(s) of:

Fieldwork	<small>Tick box</small>	From:		To:		Number of days:	
<i>Please provide approved fieldwork reference: _____</i>							
Research Elsewhere		From:		To:		Number of days:	
<i>Details of Research Institution:: _____</i>							
Conference/Workshop Activity		From:		To:		Number of days:	
<i>Attach details</i>							
Long Service Leave (LSL)**		From:		To:		Number of days:	
Other Activity		From:		To:		Number of days:	
Please specify eg Parenting, Carer's, Unpaid, Jury Duty and Indigenous Leave							

*For absences >2 weeks, LSL or where absence falls during teaching activities, please complete the reverse.

Should urgent University business arise that requires my attention, I can be contacted as follows:
Please give brief itinerary (or attach travel registry details), contact addresses, telephone/fax numbers.

During the above period, I:	YES	NO
have made appropriate arrangements to ensure that all my teaching and student supervision commitments are fully covered (see overleaf if applicable).		
have made appropriate arrangements to ensure that all my administrative commitments are fully covered.		
Where travel is more than 100km from campus or home, I	YES	NO
have downloaded a copy of the insurance travel card from http://www.finance.murdoch.edu.au/insurance/travel_insurance.html		
have registered on the University's travel registry: https://www.murdoch.edu.au/staff/travelreg/		
Where travel is overseas, I:	YES	NO
have read the current DFAT smartraveller requirements for my country(ies) of destination.		
am aware that I may not be covered by insurance over and beyond normal luggage and medical, e.g. only for basic travel insurance coverage, if I travel in a country with a DFAT warning.		
have completed a Murdoch University Travel Warning Acknowledgement Form, where DFAT warnings, levels 4 and 5 have been issued, namely "Reconsider your need to travel" and "Advised not to travel": http://www.finance.murdoch.edu.au/insurance Note: must be signed off by Faculty Dean prior to leaving.		

Staff Member:	Signature	Date:	
Senior Academic:	Signature	Date:	
School Dean:	Signature	Date:	

**Long Service Leave/Unpaid leave requests/School Dean, Director's leave requests to be signed off by Faculty Dean

Faculty Dean:	Signature	Date:	
Long service/Unpaid leave request (circle one)	APPROVED	NOT APPROVED	

Records:
 Original application to be kept in School Office (except Long Service Leave and unpaid leave requests).
 Original Long Service Leave and unpaid leave requests to be forwarded to Faculty Dean for authorisation, copy kept in School Office, original to HR.
 School Dean leave form to be forwarded to Faculty Dean for approval and filing, copy to be kept in School Office.

At its September 2004 Academic Council considered a report on Appeals Against Unit Grades and as a result resolved to make changes to the leave form for academic staff. Below is the resolution:

Resolved AC/147/2004 (b) the form for academic staff leave approval be amended to require staff away for more than two weeks to leave their unit management materials with the Program Chair (or give that person the key to the staff member's office and clear directions of where to find these papers).

During my absence, I will miss the following teaching activities and have made alternative arrangements to cover my teaching.

Note: Replacement of these activities will be by a staff member who is not expecting to be paid for their input. Replacement by paid staff constitutes a buy-out and you will need to submit a "Staff Buy-out Application" with this form.

Activity	Quantity	Replaced by (Staff name):	Signature(s) of Staff Replacing Activity
Lectures			
Tutorials/workshops			
Demonstrating			
Marking			
U/G fieldwork			
Externals			
Exams			
Other- please specify			

I am within a month of proceeding on a period of extended leave, and the following arrangements have been made for supervision of my honours and research students.

Number of students:

Honours		Masters		PhD	

Student Name	Degree (P/T or F/T)	Proposed Supervisor	Signature of Proposed Supervisor	Student has been informed