**UNIVERSITY OF EASTERN AFRICA, BARATON**

FACULTY ABSENCE FROM CAMPUS REQUEST FORM

(REVISED MARCH 2023)

NAME ............................................................. DEPARTMENT .............................................................

DEPARTURE DATE ......................................TIME .................. DESTINATION .................................

CONTACT ADDRESS ................................................................TELEPHONE NO .............................

EXPECTED RETURN DATE ......................................................TIME.................................................

REASON (TICK WHICHEVER IS APPLICABLE):

OFFICIAL (STATE) ....................................................................................................................

OTHER (STATE) ........................................................................................................................

PERSONAL (STATE) …………………………………………………………………………

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IF CLASSES ARE TO BE MISSED, INDICATE ARRANGEMENTS FOR THEM:

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| ............................................ | ......................... | ................................................. | ...................... |
| Signature, Individual Faculty | Date | Signature, Chairperson | Date |
| ............................................ | ........................ | ................................................. | .................... |
| Signature, Dean………………………………Signature, DVC | Date…………………Date | Signature, HRM | Date |
| **SIGNATURES NEEDED:** |  |  |  |

1. Less than 8 working hours - Chairperson

8 - 12 working hours - Chairperson, Dean, HR and DVC Academics

13 - 16 working hours - Chairperson, Dean, HR and DVC Academics

More than 16 working hours - Adboard Action

1. The request to the Administrative Board must reach the DVC by 12:00 (noon) on Monday.
2. With the exception of emergency cases, this form must reach the final appropriate authority 24 hours before the time of departure.
3. Do not leave until appropriate signature(s) has/have been obtained.

For ADBOARD Use Only (When Required)

ADBOARD Action ………………………………………. Date ……………………………………..

ADBOARD Secretary ……………………………………... Date …………………………………….