



# University of Eastern Africa, Baraton

A Chartered Seventh-day Adventist Institution of Higher Learning

## FACULTY ABSENCE FROM CAMPUS REQUEST FORM (Revised March 2023)

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

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

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

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

### REASONS (TICK WHICHEVER IS APPLICABLE):

- OFFICIAL (STATE) .....
- OTHER (STATE) .....
- PERSONAL (STATE) .....

IF CLASSES ARE TO BE MISSED, PLEASE INDICATE THE ARRANGEMENT THEM:

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SIGNATURE, INDIVIDUAL FACULTY      DATE      SIGNATURE, CHAIRPERSON      DATE

.....  
SIGNATURE, DEAN      DATE      SIGNATURE, HRM      DATE

.....  
SIGNATURE, DVC-ACADEMICS      DATE

### SIGNATURES NEEDED:

- LESS THAN 8 WORKING HOURS      - CHAIRPERSON
- 8 - 12 WORKING HOURS      - CHAIRPERSON, DEAN, HRM, DVC-ACADEMICS
- 13 - 16 WORKING HOURS      - CHAIRPERSON, DEAN, HRM, DVC-ACADEMICS
- MORE THAN 16 WORKING HOURS      - ADMINISTRATIVE BOARD ACTION

### THE FOLLOWING MUST BE ADHERED TO BEFORE LEAVING THE CAMPUS

- (1) The request to the Administrative Board must reach the DVC Academics 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 ABOARD, USE ONLY (WHEN REQUIRED)

ABOARD ACTION ..... DATE .....

ABOARD SECRETARY ..... DATE .....