



**ABSENCE FROM CAMPUS REQUEST FORM
FOR NON-TEACHING STAFF
(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 THE ABSENCE INCLUDES WORKING DAYS, INDICATE THE ARRANGEMENT FOR SERVICE DELIVERY

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SIGNATURE, INDIVIDUAL STAFF DATE SIGNATURE, H.O.D DATE

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SIGNATURE-HRM DATE SIGNATURE, DVC- FINANC E DATE

SIGNATURES NEEDED:

- LESS THAN 8 WORKING HOURS - HEAD OF DEPARTMENT
- 8 - 12 WORKING HOURS - HEAD OF DEPARTMENT AND HRM
- 13 - 16 WORKING HOURS - HEAD OF DEPARTMENT, HRM, AND DVC - FINANCE
- 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 HRM 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