



# 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 MADE:

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SIGNATURE, INDIVIDUAL FACULTY      DATE      SIGNATURE, CHAIRPERSON      DATE

.....  
SIGNATURE, DEAN      DATE      SIGNATURE, DVC-ACADEMICS      DATE

.....  
SIGNATURE, HRM      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 ADBOARD, USE ONLY (WHEN REQUIRED)

ADBOARD ACTION ..... DATE .....

ADBOARD SECRETARY ..... DATE .....