

Leave Requests for Staff
Updated 24.09.2019

Request for Annual Leave/Leave of Absence:

- Annual Leave
 Business Leave +
 + Conference/Business Travel form must be completed

Name:	BRADLEY DYER
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Explicit list of days of absence from the lab:
 [Also note if there is one or more scheduled University holidays during your absence]

M T W Th F Sa Su

M T W Th F Sa Su

06 / 04 / 2020	to	08 / 04 / 2020
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Holidays:	University is then closed for Easter until Wednesday 15 th April 2020
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Please enter the day and time you are planning on physically leaving the lab before your departure:

M T W Th F Sa Su

Date:	(day) 03 / 04 / 2020	Time:	5:00 : AM or <input checked="" type="radio"/> PM
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Please enter the returning date and time you are back in the lab

M T W Th F Sa Su

Date:	(day) 15 / 04 / 2020	Time:	9:00 : <input checked="" type="radio"/> AM or PM
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Explicit list of critical tasks that will be taken over by others:

General lab duties
 ordering



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Please name and get signature(s) of staff that you interact with who may be directly or indirectly affected by your absence. Also list your essential tasks, who has agreed to take over these tasks during your absence, and obtain their signatures. **Crucial tasks need to have backup delegation.**

[Note to Signees: By signing this form you are indicating you don't foresee any problem that may arise as of result of the employee absence. In agreeing to take over an essential laboratory task, you also agree not to seek vacation/leave during this time interval. Please make a responsible decision.]

<u>Name</u>	<u>Tasks</u>	<u>Signature</u>	<u>Notes</u>
Alex Shaw	General lab duties + ordering		
Faye Melville	General lab duties + ordering		Subject to change in hours


Do you have a Journal Club and/or Works in Progress scheduled during the planned absence? If so, what arrangements have been made to deal with your proposed missed presentation?

N/A

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	Date	Signature
Employee*	21 / 02 / 20	
Sally Ward	/ /	
Raimund Ober	/ /	

*I have entered this leave/annual leave information into MyHR.

Date:	/ /	Signature:	
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Please give this form to Julia once you get all signatures.

(Julia): I added the above noted absence to the google calendar and obtained/filed a copy of the whole document.

Date:	/ /	Signature:	
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