

OUT OF COUNTRY LEAVE OF ABSENCE APPLICATION FORM

This application form should be completed in quadruplicate and submitted to the office of the Vice-Chancellor at least 14 days before travelling out of the country

1. Name.....Designation.....PF/No.....
School/Directorate.....Department

2. I wish to apply for permission to be away from the University from.....
tofor the following purposes:
.....
.....
.....

3. Source and extent of finance for this trip (please attach evidence)
.....
.....
.....

Mode of travel
Insurance cover by.....

4. While I am away, my teaching, research and administrative assignments shall be performed by

5. Over the last 2 years I have travelled out of the country on the following occasions:

S/N	DATE	PURPOSE	PLACE	DURATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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Applicant's Signature..... Date.....

6. Comments by Head of Department on relevance of the journey, it's positive, as well as negative impact on the Department and the individual.

.....
.....
.....

I recommend/ do not recommend leave of absence.

Signature..... Date.....

Department.....

7. Comments by the Dean of the School/Director: I recommend/ do not recommend leave of absence.

Reasons for not recommending

.....
.....
.....

Signature..... Date.....

8. I hereby approve/ do not approve the leave of absence from the University of the named member of staff from.....to.....

.....
.....
.....

Signature..... Date.....

(Vice-Chancellor)

- 1. Original - Vice Chancellor
- 2. Duplicate - Dean of School
- 3. Triplicate - Head of Department
- 4. Quadruplicate - Staff Member

