Request for Absence

Name:

Date of Absence:

Times:

Reason: (Please highlight)

Union duties Public Duties CPD Dependents care

Offsite Meeting/Conference Personal Medical

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Course Title  |   |
| Course Provider |   |
| Course Venue |   |
| Telephone no. |   |
| Category*Please circle*  | 1066 CfBTExam board INSETITP Observation  | Teaching & Learning Team TeachingTwilight trainingOTP Subject leaderOther\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Cost of CPD | £ |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AM Reg | P1 | p2  | Break Duty? | P3 | P4 | P5 | P6 | Det duty |
|  |  |  |  |  |  |  |  |  |

Is cover required? (please give a copy to your line manager and IGR) Yes/No

Have you advised your Line manager of your absence? Yes/No

Have you rearranged any duties? Yes/No

***Please submit this form to the Principal for approval. A signed copy will be returned to you.***

Your request for absence Is approved/not approved. Paid/unpaid

Signed and dated by:

|  |  |  |  |
| --- | --- | --- | --- |
| Line manager | Principal / IGI | cover /in sims  | Back to member of staff |
|  |  |  |  |