

GENERAL STAFF

\*Outside 'Sydney Area' (Newcastle to Bathurst to Nowra)



Division/Office: \_\_\_\_\_ Department/Unit: \_\_\_\_\_

Family Name: \_\_\_\_\_ Other Names: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Extension Number: \_\_\_\_\_

Period of Absence From: / / To: / /

NOTE: All other associated leave, such as Annual Leave, Long Service Leave or Leave Without Pay must have been approved separately by the appropriate delegate.

Destination: \_\_\_\_\_ (If outside Australia, requires Head's approval)

Reason for Absence (Please tick appropriate box(es))

Research  Presenting at a Course or Conference

Other purposes (specify): \_\_\_\_\_

Attending Conference, another institution - as follows:

Additional Comments (if desired)

Signature of Staff Member \_\_\_\_\_ / / (Date)

Recommended: \_\_\_\_\_ / / (Date)  
Supervisor

Approved \_\_\_\_\_ / / (Date)  
Head of School/Centre/Office or other Personnel Delegate

Recorded and Filed in School/Centre/Office: \_\_\_\_\_ (inits) / / (Date)

School/Centre/Office Reference No.: \_\_\_\_\_