COVERAGE OF DUTIES DURING ABSENCE

TEACHING

If you are applying to take leave during a teaching period, please indicate what arrangements have been made to cover your teaching duties

CLINICAL

If you have clinical duties, please indicate what arrangements have been made to cover these duties

OTHER

- **If you are applying to be absent for 2 weeks or more,** please indicate ☑ which of the following arrangements have been made:

  ☐ Unit management materials have been left with the Program Chair; *or*
  ☐ Key to my office has been left with the Program Chair with clear directions of the location of the papers.

  Program Chair: ……..
  Name

- **If you are applying to be absent for 1 month or more**, please indicate what arrangements have been made for the following:

  1. Supervision of honours/research students
  2. Unit/component co-ordination