

**Vancouver Island University**

**Request for Absence or Vacation Exchange - VIUFA**

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| **NAME:** |  |

**Nature of Request - Please check appropriate boxes and fill in details below:**

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| **Vacation exchange**  Indicate date(s) of proposed absence: | | **Permission to be off campus**  Indicate date(s) of proposed absence: |
| Indicate vacation days to be exchanged: | | Is this to travel outside Canada? No Yes  If yes, will you be submitting an expense claim  for VIU funds **other than PD**? |
| If you are submitting a claim for VIU funds for international travel, other than PD funds, you also  need to identify below the reason for the international travel, the following information must be provided: | | |
|  | Location of the trip: | |
|  | Budget details (amount and VIU funding source): | |
|  | Risk management (e.g., any advisories or alerts regarding the destination): | |
| **Has the Chair of your department been informed of this absence?** | | |
| **NOTE: For absences other than vacation, please supply the following information:** | | |
| Purpose of proposed absence: | | |
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| Arrangements to cover responsibilities (if necessary): | | |
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| Contact telephone/address if available: | | |
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| Signature: |  | Date: |  |
| Approval: |  | Date: |  |