

**Vancouver Island University**

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

|  |  |
| --- | --- |
| **NAME:** |  |

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

|  |  |
| --- | --- |
|  **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 YesIf 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: |
|  |
|  |
| Arrangements to cover responsibilities (if necessary): |
|  |
|  |
| Contact telephone/address if available: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature:  |  | Date:  |  |
| Approval: |  | Date: |  |