

**UNIVERSITY OF CAMBRIDGE
COMPUTER LABORATORY**

Short leave under Statute D, II, 3(b)

Short leave may be requested through the Head of Department for periods of between two and fourteen nights during Full Term (permission is not needed for an absence of two nights or less). Requests for absences of more than fourteen nights must be made to the General Board.

Name:

Dates of proposed absence:

Purpose of proposed absence:

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Teaching duties to be covered during period of absence:

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Arrangement to cover teaching:

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I approve this request for short leave under statute D, II, 3(b)

Signed:

(Head of Department)

Please send the completed form to the PA to the Head of Department.