

**Vancouver Island University**

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

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| **NAME:** |  |

VIUFA article 12.2.3: The vacation period for VIUFA instructional faculty is normally from June 15th to August 15th inclusive (44 days). Such a request shall normally be approved unless the requested period falls within their specified teaching period. No form is required to take vacation during this time period. If you wish to take vacation time outside of this normal vacation period you are required to do a vacation exchange. (The days between Christmas and New Year are not considered to be part of the 44-day vacation period.)

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

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|  **Vacation exchange**Indicate the date(s) and total amount of days of proposed absence: |  **Permission to be off campus**Indicate date(s) of proposed absence: |
| Indicate vacation days to be exchanged (must match the number of days of proposed absence): | Is this to travel outside Canada? No Yes**If yes**, will you be submitting an No Yesexpense claim for VIU funds, **including PD funds**?  |
|  | **Has the Chair of your department been informed of this absence?** |
| 1. | Dates, location, and details of the trip ( needs to be completed for all Permission to be Off Campus Requests, exceptfor vacation which has already been identified above): |
| **For International Travel:** If you are submitting a claim for VIU funds, inlcuding PD funds, for international travel, you also need to identify below the reason for the international travel, the following information must be provided: |
| 2. | Budget details (total cost, where is funding coming from, etc.): |
| 3. | Potential Risks and current travel advisory of destination (these details can be found at this website: [https://travel.gc.ca/travelling/advisories](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftravel.gc.ca%2Ftravelling%2Fadvisories&data=05%7C02%7CClaire.Grogan%40viu.ca%7C104333709b51477bda6708dceef1a85f%7C128dfef5fdd54cfcbe193679ed0271ce%7C1%7C0%7C638647968883067156%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=NJ2j%2FQUF8kiRxqYfI9pqxagRB%2BiqqVlYuz8V6XuCtRU%3D&reserved=0)). |
| 4. | Some countries still require proof of recent COVID vaccination, etc. Are there any current COVID-related requirements for the specific region you are travelling to? |
| 5. | VIU now has an official travel registry.  It only takes a few minutes to sign up and register your trip.  Documenting your travel details in the registry is for your safety and is a requirement to travel.  Please follow this [link](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.internationalsos.com%2F&data=05%7C02%7CClaire.Grogan%40viu.ca%7C104333709b51477bda6708dceef1a85f%7C128dfef5fdd54cfcbe193679ed0271ce%7C1%7C0%7C638647968883077364%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=i%2FXW6EOEAmZRPiJy647ilb0XiHl3poIZnKQYtOdAj7M%3D&reserved=0) to register. VIU’s membership number is **27AGDA1018775IT.** If you require assistance registering, please email internationalmobility@viu.ca. (**you just need to indicate that you’ve registered**):  |
| **NOTE: For absences other than vacation, please supply the following information:** |
| Arrangements to cover responsibilities (if necessary): |
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| Contact telephone/address if available: |

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| Faculty Signature:  | Date:  |   |
| Dean Approval:  | Date: |   |

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| Copies to: Faculty Member, Dean, and Human Resources |