

**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). 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 expense claim  for VIU funds, **including PD funds**? |
| 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: | | |
|  | 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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| Faculty Signature: | Date: |  |
| Dean Approval: | Date: |  |

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| Copies to: Faculty Member (original)  Dean  Human Resources |