

Staff Unavailability Request

Name _____

Phone _____

Please ensure your unavailability conforms to the Timetabling Principles and Procedures approved by Academic Board. (17 May 2006)

Reasons for unavailability may include:

- Special working arrangements that have been authorised by the Head of School or Dean;
- Part time staff contract arrangements;
- Travel time required for teaching at an off-campus teaching site (do not include intercampus travel here – this is accommodated in the timetabling process);

Day	Time	Lecture Weeks or Date	Reason

LIC _____
(Signature)

Date _____

Approved by HOS _____
(Signature)

Date _____

PLEASE NOTE

The requests made on this form require the approval of your Head of School and/or Dean.

Please ensure that appropriate approvals are obtained prior to submitting this form to your School Timetabling Liaison Officer.

Applicable University Documents include:

- Timetabling Policy and Procedures (Policy 6.17 at <http://my.acu.edu.au/38271>)
- Availability of Academic Staff Policy (<http://my.acu.edu.au/16330>)
- Workloads for Academic Staff Policy (<http://my.acu.edu.au/16394>)
- Work/Life Balance Policy (<http://my.acu.edu.au/16775>)