SELWYN COLLEGE
CAMBRIDGE

SHORT-TERM LEAVE FORM

*Where appropriate, the Senior Tutor's approval under section 5 below should be obtained
before the form is passed to the Head of House*

1. Name _____

2. Dates of proposed absence _____

3. Purpose of proposed absence _____

    _____

4. What arrangements have been made for teaching and administrative duties to be covered
   during this period?

    _____

    _____

5. Senior Tutor's approval of arrangements under 4 (where appropriate)

    Signed (by Senior Tutor) _____

    Date _____

6. Request approved by Head of House

    Signed (by Head of House) _____

    Date _____

REGULATIONS

1. Short-term leave is defined as an absence from Cambridge and during Full Term of more than 3 but less than 15 consecutive nights.
2. Any College Officer wishing to be absent from Cambridge for a period deemed to be short-term leave must receive permission from the Head of House. An application for such permission should be made in writing.
3. In giving permission for such leave, the Head of House must be satisfied that suitable arrangements have been made to cover the teaching and administrative duties normally undertaken by the Officer. Where appropriate, the approval of the Senior Tutor for these arrangements shall be sought.
4. The Head of House shall keep a record of the periods of short-term leave which are granted, and the details of these shall appear as items for report in the minutes of meetings of College Council.
5. In one Full Term, no more than 28 nights of short-term leave may be granted by the Head of House to any one College Officer.
6. In the event of a dispute, the application for leave shall be considered by the College Council.
7. Requests for leave in excess of the periods specified here shall continue to be considered by the College Council.

Procedure: (1) Submission of form to Head of House. (2) If approved, signed form returned to applicant, copy kept by Master's Assistant and copy sent to Secretary to College Council. (3) If not approved, return to Fellow for possible re-submission to Council via the Secretary.