

Approval of Absences Policy

Deputy Vice Chancellors and Pro Vice Chancellors

Approving authority	Vice Chancellor
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Description	This document sets out the University's policy relating to the approval of absences in respect of Deputy Vice Chancellors and Pro Vice Chancellors.

Related documents

[\[Approval of Acting Appointments Policy – Deputy Vice Chancellors and Pro Vice Chancellors\]](#)

[\[Absences of Deputy Vice Chancellors and Pro Vice Chancellors\]](#) [\[Approval Process\]](#)

1. ABSENCES OF DEPUTY VICE CHANCELLORS AND PRO VICE CHANCELLORS

This policy outlines the provisions relating to the approval of absences of Deputy Vice Chancellors and Pro Vice Chancellors from the University for the following periods of time:

- absences of 1-3 days; and
- absences of more than 3 days.

Absences may relate to leave arrangements, absences on University business, or absences where the officer is prevented from or unable to perform the duties of the office.

2. APPROVAL PROCESS

Absences of Deputy Vice Chancellors or Pro Vice Chancellors from the University for periods of 1-3 days will be determined by the officers themselves. The Deputy Vice Chancellor or Pro Vice Chancellors will be responsible for appointing a person to act in the position. Advance notification of absences must be forwarded to the Vice Chancellor indicating the duration and purpose of the absence, and the person appointed to act in the position.

Absences of Deputy Vice Chancellors or Pro Vice Chancellors from the University for periods of more than three days will be approved by the Vice Chancellor. The Vice Chancellor will be responsible for appointing a person to act in the position on the recommendation of the Deputy Vice Chancellor or Pro Vice Chancellor. Advance notification of absences must be forwarded to the Vice Chancellor indicating the duration and purpose of the absence, and the person recommended to act in the position.

In circumstances where prior notification and consultation are not feasible or practicable, the Vice Chancellor will appoint an Acting Deputy Vice Chancellor or Pro Vice Chancellor.