

CLASS TIMETABLE- 2010

This form may be found at the following URL <http://www.latrobe.edu.au/timetable/>

STAFF UNAVAILABILITY FORM

Please indicate when you will **NOT BE AVAILABLE** for teaching daytime classes by selecting **At least ONE** of the following boxes.

Your selection will ensure that timetablers can produce a timetable that takes account of *your unavailability*. Where timetablers have not received a completed form by the required time, it will be assumed that you are available for teaching at any time during the week.

STAFF PERSONAL DETAILS

SURNAME (BLOCK LETTERS)	FIRST NAME
<input type="text"/>	<input type="text"/>

CAMPUS (BE, MI)	DEPARTMENT/DIVISION/SCHOOL
<input type="text"/>	<input type="text"/>

APPOINTMENT FRACTION	FACULTY
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SESSIONAL	<input type="text"/>

UNAVAILABILITY

Teaching staff must select from AT LEAST ONE OF THE FOLLOWING:

- One flexible full day off for research**
("Flexible Research Day" is determined by the availability of the timetable and FIXED when the timetable is published in its Provisional state)
- Two flexible half days off for research**
(Refer to explanation above)
- OSP Leave – Semester 1** **(Unavailable all Semester One)**
- OSP Leave – Semester 2** **(Unavailable all Semester Two)**
- No Research Day is required**
- * **Unavailable at certain times (School meeting, Committees etc)**
(* Please mark your minor unavailability below. If extensive, complete the attached form (Form 2/2)

Minor unavailability:

Semester 1 or 2	Day	Time/s	Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature:

Date:

APPROVAL BY SCHOOL AUTHORITY

Your Head of School must approve this form,
Head of Department/Division. Forms not approved will be returned.

Head of School (Signature):

Extension:

Please return to your Head of School/Department as soon as possible

Please return to your CAMPUS TIMETABLE OFFICER by **Friday 19th June 2009**

CLASS TIMETABLE- 2010

This form may be found at the following URL <http://www.latrobe.edu.au/timetable/>

STAFF UNAVAILABILITY FORM

Please indicate the times when you are **NOT AVAILABLE** for teaching daytime classes by placing a **X** in the boxes. A prompt response will ensure that timetablers can produce a timetable that takes account of *your availability*. Otherwise it will have to be assumed that you are available for teaching at any time during the week. If availability changes from Semester 1 to Semester 2, staff should complete 2 forms, marking them appropriately.

Staff should also place in the box the corresponding codes:

- AA** - Please mark with an AA all recognised committees/working groups that take time out of your week/month.
- BB** - Please mark with a BB any leave that HAS BEEN APPROVED for semester 1 or 2, 2010 by the Faculty, School or Division. ie study leave, OSP etc. Next to the BB please indicate type of leave.
- CC** - Please mark with a CC the occasions when you have given prior notification in writing to your Head of School requiring you to be OFF CAMPUS for any period of time.

STAFF PERSONAL DETAILS

SURNAME (BLOCK LETTERS)

FIRST NAME

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CAMPUS (BE,MI)

DEPARTMENT/DIVISION/SCHOOL

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APPOINTMENT FRACTION

FACULTY

<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SESSIONAL	
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UNAVAILABILITY (Mark AA, BB, CC)

Day of week	8-9	9-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	Evenings
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											

Other comments/considerations:

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Signature:

Date:

APPROVAL BY SCHOOL AUTHORITY

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Head of School (Signature):

Extension:

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Please return to your CAMPUS TIMETABLE OFFICER by **Friday 19th June 2009**