|  |  |  |  |
| --- | --- | --- | --- |
| **1.1 Name:** |  | **1.2 Grade:** |  |
| **1.3 School/Unit:** |  | **1.4 Date of Appointment:** |  |

|  |  |  |
| --- | --- | --- |
| **2. Period for which leave is requested** | **From:** |  |
| **To:** |  |

|  |
| --- |
| **3. Purpose of leave:** *(attach relevant correspondence where appropriate)* |
| 1. **General purpose of leave:** |
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| 1. **If leave is for the purpose of pursuing fulltime education (for job related development needs) please provide details of course:** | |
| Name: |  |
| Institution: |  |
| Duration: |  |

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| 1. **If leave is for personal reasons please provide full details:** |
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| 1. **If leave is for the purpose of a Staff Exchange (initiated by the Staff member) please provide full details of the proposed exchange:** |
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| **4. Specify details of cover arrangements required for the leave period?** |
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| **5. Outline proposal for cover arrangements for the leave period?** |
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| **6. Estimate the cost of the proposed arrangements (if applicable):** |
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| **7. Give details of previous Leave of Absence application: (please attach outline description):** |
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|  |

**Application for Leave of Absence is made in accordance with the policy stipulated by Governing Body.**

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| --- | --- |
| **Signed:** |  |
| **Date:** |  |
| **Applicant:** |  |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |
| **Head of School/Director of unit** |  |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |
| **Executive Dean:** |  |

**Note:** It is not necessary at this stage to supply the name(s) of any substitute(s) that may be required. However, such name(s), together with a statement of qualifications and experience, must be submitted to the Director of Human Resources and must have the approval of both the Head of School/Director of Unit and Director of Human Resources before final arrangements are made.

Human Resources Office

May, 2007