# Dublin City University

# Academic Sabbatical Leave

# Finance Proposal Form

 **Sabbatical Leave Approval Process**

As detailed in the Academic Sabbatical Policy <https://www.dcu.ie/policies/sabbatical-leave-policy>, the Head of School/Executive Dean will complete and forward the Academic Sabbatical Leave Finance Proposal Form, available on the Finance website, under payroll forms, to the Finance Office for review and to enable the financial viability of the application to be considered.

Finance will review the proposed arrangements and/or identify other costs and issues that need to be considered. If necessary, a meeting will be arranged between the applicant, the Head of School/Executive Dean, and the Finance Office to consider the financial details of the proposed sabbatical, including for example, salary payments, superannuation, subsistence, backfill, etc. The Academic Sabbatical Leave Finance Proposal Form and the Financial Calculation is then forwarded by the Finance Office to the Head of School/Executive Dean for final review.

The Head of School/Executive Dean will forward the finalised Sabbatical Application Form (cc’ed to Finance), together with the financial considerations to the HR Director for approval. HR will have final decision on the application for sabbatical.

 **Summary Details**

Head of School/Executive Dean Name

Applicant Name

Applicant Staff ID

Applicant School

Period of Sabbatical Leave (to/from)

Locations, if outside Ireland

Payroll Subcost to charge

 **Funding Details**

Is a backfill required? Y/N

If yes, periods backfill is required.

Estimated cost[[1]](#footnote-1) of backfill for period of Sabbatical Leave (€)

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Is there sufficient funding in the project subcosts to meet non-subsistence expense requirements? Y/N

Are there any non-Sabbatical related travel commitments that relate to DCU (including Research) activity that are expected to or could arise during the Sabbatical period? Please list below. Please identify the driver of the activity and the Subcost that may take such costs, if permitted.

 **Sabbatical Leave Location Details**

How much of the sabbatical leave will take place in Ireland? Days/Months

How much of the sabbatical leave will take place abroad? Days/Months

Complete the table below of cities/countries planned to visit and the dates in each during the sabbatical leave period:

|  |  |  |
| --- | --- | --- |
| **CITY** | **COUNTRY** | **DATES**  |
|  |  |  |
|  |  |  |
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Finance Proposal Form completed by (Head of School/Executive Dean): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Signature Required): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Faculty/School: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



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 **To be completed by the Finance Office**

 Are there sufficient funds to meet the backfill requirements? Y/N

Additional Comments (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Jennifer O’Halloran Date

 Controller Group Financial Operations

1. Cost should include Employers PRSI, Employers Pension Contribution or VAT as appropriate) [↑](#footnote-ref-1)