



The
University
Of
Sheffield.

Department
Of
Human
Resources.

APPLICATION FOR SPECIAL LEAVE

NOTES

1. This application must be **TYPEWRITTEN**. After completion, it should be submitted through the applicant's Head of Department in accordance with the regulations for Leave of Absence. The Head of Department will add his/her comments and pass the form to the Pro-Vice-Chancellor of the Faculty concerned.
2. You should also complete the attached Financial Statement

NAME

STATUS

DEPARTMENT

DATE OF APPOINTMENT

PROPOSED PERIOD OF ABSENCE FROM THE UNIVERSITY
(Please state precise dates between which Leave is to be taken)

PURPOSE OF LEAVE

Personal Financial Details Connected with Special Leave Application

NAME:

PERIOD OF LEAVE: FROM: TO:

1. External financial assistance receivable: SELF DEPENDANTS

- (a) Salary
- (b) Travel Grant
- (c) Any Other Award

Current exchange rate if expressed as foreign currency:

2. Out-goings associated with taking leave: £

- (a) Return fares for Self
 those travelling: Wife/Husband
 Children half-fare
 Children full-fare

Class of travel:

- (b) Cost of accommodation Self
 for period of leave: Family
- (c) Other expenses

3. Property out-goings appropriate to period of leave: £

- (a) Mortgage payments
- (b) Rent
- (c) Rates
- (d) Ground Rent
- (e) House Insurance (buildings & contents)

4. Expected level of rent due from letting: £

5. Details of any other liabilities of a standing nature relative to property or provision for dependants:

The completed form should be sent to the Department of Human Resources – Business Support