



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

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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

**WHAT FINANCIAL ASSISTANCE IS AVAILABLE FROM OUTSIDE SOURCES?**

**WHAT AMOUNT OF SPECIAL LEAVE HAVE YOU HAD SINCE JOINING THIS UNIVERSITY?**  
(Give dates)

**WHAT AMOUNT OF STUDY LEAVE HAVE YOU HAD SINCE JOINING THIS UNIVERSITY?**  
(Give dates)

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Date: ..... Signature: .....  
(Applicant)

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**COMMENTS BY HEAD OF DEPARTMENT**

- (i) Whether replacement or extra assistance would be required
  
- (ii) Arrangements for covering departmental research, teaching and examination commitments, and clinical commitments, where appropriate
  
- (iii) Reasons for recommending application

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Date: ..... Signature: .....  
(Head of Department)

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**FORWARDED**

Date: ..... Signature: .....  
(Pro-Vice-Chancellor of the Faculty)

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

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## 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 those travelling: Self  
Wife/Husband  
Children half-fare  
Children full-fare

Class of travel:

- (b) Cost of accommodation for period of leave: Self  
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:

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