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**

**DEPARTMENT**

**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)

________________________________________________________________________________

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

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

________________________________________________________________________________

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

FORWARDED

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

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

special.rtf
May 2008
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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