

University of Waterloo Library Study Leave Application

The applicant should complete Parts I, II and III of this form and submit it, with supporting documentation, to his/her manager.

PART I

NAME _____ DATE _____

LIBRARY DEPARTMENT _____ SUPERVISOR _____

DATE APPOINTED TO UW LIBRARY _____

PART II

Short Title of Project or Purpose of Study Leave:

Date for which leave is requested: FROM _____ TO _____
for a total of _____ working days/weeks/months.

Support (Leave time, grant awards, etc.) obtained in previous years (at UW) from any source if applicable:

Project	Date	Type & Source of Support

PART III

FUNDING REQUIRED (x)

<input type="checkbox"/>	Full Salary	
<input type="checkbox"/>	Partial	
Additional Funding for:		Amount
<input type="checkbox"/>	Travel	\$
<input type="checkbox"/>	Secretarial Assistance	
<input type="checkbox"/>	Equipment	
<input type="checkbox"/>	Other (specify)	

PART IV

The applicant and I have discussed this request and I support it.

(Supervisor/Manager)

APPLICANT'S SIGNATURE _____

DATE _____