

HUMAN RESOURCES DIVISION, Staff Services

Study Leave Application Form

This form is to be used when an employee wishes to apply for a Study Leave Program. Study Leave is not an automatic entitlement and is conditional upon the quality of the proposal submitted and consistency with the Faculty/Division's strategic plans.

Please refer to the [Academic Study and Conference Leave Policy](#).

Applicant Details			
Last Name	<input type="text"/>	First Name	<input type="text"/>
Employee Number	<input type="text"/>	Position Title	<input type="text"/>
Faculty/Division	<input type="text"/>	School/Unit	<input type="text"/>

To be eligible to apply for study leave you must satisfy the following criteria:

- Be employed on a 50% or greater fraction; and
- Be employed on a single contract of three (3) years or longer or successive contracts totalling three (3) years
- Specification in the employment contract to an entitlement to study leave

Approval will be made with consideration to the following:

- The applicant's career plans, specifically as set out in the employee's annual Career Development Plan
- The nature and quality of the program proposed
- The applicant's record in teaching, research, publications and other scholarly activity
- Where relevant, the applicant's record of activity related to the purpose of the last period of leave taken
- The acceptability of the program and/or the applicant to other institutions with whom applications for visitation rights may need to be established
- The teaching situation of the applicant's academic unit and the need to maintain academic programs
- The adequacy of the arrangements made to ensure continued supervision of honours and/or post graduate students under the supervision of the applicant
- The recency and length of the last period of study leave
- Submission and acceptance of the last study leave report
- The teaching program of the Unit can be adequately maintained within existing resources during the absence of the staff member

Attachments:

Letter of Invitation	<input type="checkbox"/>
Quotation/related expense documents relevant to Study Leave Assistance Grant application	<input type="checkbox"/>
Career Development Plan	<input type="checkbox"/>
Study Leave Report(s) from previous periods of study leave (if applicable)	<input type="checkbox"/>

Applications may be returned to the Faculty/Division if one (1) of the following apply:

Ineligible for Study Leave	<input type="checkbox"/>	No Budget Included	<input type="checkbox"/>
Late Application	<input type="checkbox"/>	Incomplete Sections	<input type="checkbox"/>
No Declaration	<input type="checkbox"/>	No Letter of Invitation	<input type="checkbox"/>
Not Approved by HOS / Executive Dean	<input type="checkbox"/>	Other	<input type="checkbox"/>

Comments

Objectives of the Leave

To be satisfied in the context of the relevance and value to the application, the discipline, the School/Unit and the University/community. Employees must demonstrate how this application fits into their Career Development Plan discussed through the annual evaluation process.

Proposed Program and Itinerary

Include details of the institutions or places to be visited and the duration of each visit and indicate the purpose of the visits, e.g. to visit educational and/or research centres, to conduct individual research, to join a research group, to collect research material, to engage in teaching, to have discussions with academics, to participate in overseas conferences etc. The purpose should be recorded in abbreviated format.

Description of Proposed Activities

Include details of the research area, proposed activities, goals and expected outcomes and the expected benefits to yourself and your Unit.

Expenses

Quotations/related documents must be provided Study Leave Assistance Grant payments are made. Study Leave Assistance Grants will not be taxed on payment to you but will be shown on your Payment Summary.

I wish to apply for the Study Leave Assistant Grant Yes No

Accommodation \$

Travel Expenses \$

Equipment Expenses \$

Other \$

Total Expenses \$

Total Study Leave Assistance Grant \$

Employee Declaration

I understand that I am required, within three (3) months of return from study leave, to provide two (2) copies of the [Study Leave Report](#) Yes No

I have/will declare any income, from outside the University, generated whilst on study leave Yes No

I understand that approval of this application is not automatic and depends on the assessment of the criteria Yes No

Applicant Name

Signature

Date

Head of School Approval

By approving this application you confirm the following:

- The teaching program of the unit can be adequately maintained **within existing staffing resources** and alternate arrangements made to provide service teaching during the applicant's proposed period of study leave absence;
- The study leave is consistent with the applicant's Career Development Plan and the completion of this period of study leave will provide appropriate outcomes for career development and medium to long term goals will be addressed I this application;
- The return date is two (2) weeks before the commencement of session; and
- No additional funding will be required to maintain the academic program because of the absence.

Name

Signature

Date

Executive Dean Approval

- I approve the annual leave and long service leave requests (if applicable) Yes No
- The previous Study Leave Report was satisfactory (if applicable) Yes No
- The applicant has not been on a period of study leave within the last 2.5 years Yes No
- The applicant has had a career development interview in the last 12 months Yes No
- This study leave application is consistent with [Academic Study and Conference Leave Policy](#) (including the requirement to maintain the teaching program of the Unit **within existing staffing resources**) Yes No

Study Leave Assistance Grant Amount \$

Approved Yes No

Name

Signature

Date

Human Resources Information (HR Use Only)

SLAG Balance STUDA Balance

1. The applicant is entitled to study leave
2. This form is complete, including approvals
3. SLAG has been approved and processed and adjustment within FL604
4. Leave adjustment made
5. Study leave has been booked (full or half pay)
6. Annual leave and long service leave has been booked (if applicable)
7. All relevant attachments have been included
8. Payroll Coordinator has been provided with copies of SLAG payments
9. SL report review (3 months after leave of occupancy)
10. Confirmation emails sent to applicant

Study Leave Half Salary in Advance Calculation

Start Date

End Date

Total Working Days

Annual Salary ÷ 260.893 = X Total Working days ÷ 2 =

Calculated By

Checked By