



RECREATION AND PERSONAL LEAVE APPLICATION FORM

ONLY STUDENTS WITH A LIVING ALLOWANCE ARE REQUIRED TO APPLY FOR RECREATION, PERSONAL AND COMPASSIONATE LEAVE

This form must be used when students in receipt of a Living Allowance are applying for one of the following types of leave:

- (i) Annual Recreation Leave
- (ii) Personal Leave
- (iii) Compassionate Leave

[For Leave of Absence from your research higher degree, complete a Leave of Absence Application Form.]

Once you have completed this form, submit it to your Principal Supervisor for endorsement.

RECREATION AND PERSONAL LEAVE GUIDELINES

Periods of approved Recreation, Personal and Compassionate Leave will **not** extend the expiry dates of your program duration of study, fee-waiver scholarship and living allowance, or the due dates of your progress reports. The specified leave entitlements do not accrue from year to year except in exceptional circumstances and with the approval of your Principal Supervisor.

1. Annual Recreation Leave

Higher Degree by Research students are entitled to twenty business days of annual Recreation Leave each year.

You must negotiate the time you will be away from your study/research program with your Principal Supervisor.

The University encourages all students to take their full entitlement to Recreation Leave each year, to provide a period of refreshment and renewal.

Public holidays which occur during a period of Recreation Leave are not included in the total period of Recreation Leave. If you fall sick during the Recreation Leave, or become eligible for carer's leave, you may apply for Personal Leave and subsequent reinstatement of the corresponding Recreation Leave.

2. Personal Leave (i.e., sick leave or carer's leave)

Research students are entitled to ten business days of personal leave, i.e., combined sick leave/carers' leave, each year. The specified leave entitlements do not accrue from year to year. Students who require prolonged periods of personal leave should consider applying for a Leave of Absence which, if approved, will extend their candidature.

Sick leave applies when you are unfit for your research activities because of your own personal illness or injury (including pregnancy-related illness).

Carer's leave applies when you need to provide care or support to a member of your immediate family or household, because of a personal illness, injury or unexpected emergency affecting that member. A member of your immediate family means your spouse, de facto partner, child, parent, grandparent, grandchild or sibling; or a child, parent, grandparent, grandchild or sibling of your spouse or de facto partner.

Public holidays which occur during a period of Personal Leave are not included in the total period of Personal Leave.

You are required to provide an original or certified medical certificate or statutory declaration, either for yourself or for the person for whom you are caring, if you take Personal Leave for a continuous period longer than five days, or any for five days within a two-week period.

Please advise your Principal Supervisor by email as soon as practicable after you commence Personal Leave and indicate when you expect to return to your study/research program.

3. Compassionate Leave

Research students are entitled to two days of Compassionate Leave when a member of their immediate family or household has died, sustained a life-threatening illness or injury, or suffered an unexpected emergency. You may take two days leave each time such a situation occurs.

You may be required to provide evidence about the reason for compassionate leave (e.g., a death or funeral notice or a statutory declaration).

Please advise your Principal Supervisor by email as soon as practicable after you commence Compassionate Leave and indicate when you expect to return to your study/research program.

ONLY STUDENTS WITH A LIVING ALLOWANCE ARE REQUIRED TO APPLY FOR RECREATION, PERSONAL, AND COMPASSIONATE LEAVE:

Personal details

Student ID		
Name		
Program		
Type of leave sought	Annual Recreation Leave	<input type="checkbox"/>
	Personal Leave	<input type="checkbox"/>
	Compassionate Leave	<input type="checkbox"/>

Annual Recreation Leave

Complete this for annual Recreation Leave entitlement before leave is taken.

Recreation leave is sought for the following period:

From _____ / _____ / _____ to _____ / _____ / _____

Personal (sick or carer's) Leave

Complete this for Leave entitlement as soon as practicable after commencing leave.

Personal Leave is sought for the following period:

From _____ / _____ / _____ to _____ / _____ / _____

If required, attach supporting documentation (see 2 above)

Compassionate Leave

Complete this for Leave entitlement as soon as practicable after commencing leave.

Compassionate Leave is sought for the following period:

From _____ / _____ / _____ to _____ / _____ / _____

Evidence of the reason for the Compassionate Leave may be requested.

Certification by student

Signed:

Date:

Endorsement by Principal Supervisor

Name:

Signed:

Date:

IMPORTANT NOTE FOR PRINCIPAL SUPERVISOR:

After signing, please forward copies of this form immediately to:

- the Administrative Assistant (Learning and Teaching), either in person or via email at hayley.byass@tua.edu.au and
- the student who has applied for leave.