UNIVERSITY OF DUNDEE

# HUMAN RESOURCES

Application for Leave Of Absence

(Leave of one week or more during a semester)

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| 1. Applications for all periodic leave of absence and for special leave as specified in the notes must be made on this form and submitted to the relevant Dean of School. Deans of Schools applying for leave must make application to the Senior Vice-Principal, with the relevant Associate Dean countersigning the application. Associate Deans of Schools applying for leave must make their application to the Dean, with the Senior Vice-Principal countersigning the application.     1. Name of Applicant......................................................... 2. School…………………............................................     * 1. Type of Leave ...................................................................................................................................................................      * 1. Period of Leave................................................................................................................................................................      * 1. Summary of Purpose of Leave (A full research proposal should be appended)   ............................................................................................................................................................................................    ............................................................................................................................................................................................    ...........................................................................................................................................................................................     * 1. Dates of (a) previous periodic leave (b) special leave exceeding one week (during semester)     (1)................................................................. (1)...........................................................................................    (2)............................................................................... (2)...........................................................................................    (3)............................................................................... (3)............................................................................................    Length of service ...........................................years       * 1. Details of financial implications..........................................................................................................................................     ...........................................................................................................................................................................................    ...........................................................................................................................................................................................    ...........................................................................................................................................................................................    Signature of Applicant………………………………………………………………Date.........................................................     1. Deans are requested to answer the following questions before forwarding the application to the Senior Vice-Principal. Where Deans are applying for Leave of Absence, the questions should be answered by the Senior Vice-Principal.      * 1. Do you support the application?.......................................................................................................................................      * 1. Will there be any staffing or other cost implications for the University?   ............................................................................................................................................................................................    ............................................................................................................................................................................................     * 1. Will the applicant's duties be adequately covered during his/her absence?   ............................................................................................................................................................................................    \*delete as appropriate  Approved/Countersigned by Dean (signature) ..................................................................................................................Date.............  Approved/Countersigned by Associate Dean (signature)………………..……………………………………………………………………….……Date……………  Approved/Countersigned by the Senior Vice-Principal(signature)….................................................................................Date.............  **Where an applicant for leave of absence in any of the categories is the Dean, the Senior Vice-Principal will approve applications for leave with the relevant Associate Dean countersigning the application.**  **Where an applicant for leave of absence in any of the categories is the Associate Dean, the Dean will approve applications for leave with the Senior Vice-Principal countersigning the application.**  **Member of Academic Staff applying for Leave of Absence**  Dean of School approves application    Associate Dean acts as Counter Signatory  Senior Vice-Principal approves application  **Dean of School applying for Leave of Absence**  Associate Dean acts as counter signatory  Dean of School approves application  Senior Vice-Principal acts  **Associate Dean applying for Leave of Absence** as counter signatory    ***This form, and a copy of the outcome letter where applicable should be forwarded to the relevant Human Resources Business Partner for recording purposes and payroll notification, where applicable.*** |
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