

UNIVERSITY OF DUNDEE

HUMAN RESOURCES

Application for Leave Of Absence
(Leave of one week or more during a semester)

A. 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 Vice-Principal & Head of College.

1. Name of Applicant..... 2. School.....

3. Type of Leave

4. Period of Leave.....

5. Summary of Purpose of Leave (A full research proposal should be appended)

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6. Dates of (a) previous periodic leave (b) special leave exceeding one week (during semester)

(1)..... (1).....

(2)..... (2).....

(3)..... (3).....

Length of serviceyears

7. Details of financial implications.....

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Signature of Applicant..... Date.....

B. Deans are requested to answer the following questions before forwarding the application to the Vice-Principal & Head of College. Where Deans are applying for Leave of Absence, the questions should be answered by the Vice-Principal & Head of College.

8. Do you support the application?.....

9. Will there be any staffing or other cost implications for the University?

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10. Will the applicant's duties be adequately covered during his/her absence?

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Signature of Dean Date.....

Approved by Vice-Principal & Head of College

Signature Date.....

This form should then be forwarded to the relevant Human Resources Officer for recording purposes