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)

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  (1)................................................................. (1)...........................................................................................   (2)............................................................................... (2)...........................................................................................   (3)............................................................................... (3)............................................................................................   Length of service ...........................................years   * 1. Details of financial implications..........................................................................................................................................

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 * 1. Do you support the application?.......................................................................................................................................

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

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