

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

First Name

Employee Number

Position Title

Faculty/Division

School/Unit

### 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.

### Proposal of Study Leave Program

Applications to commence prior to or be taken during Autumn Session or Spring Session should be submitted to Staff Services no later than:

**Autumn Session:** 31 August

**Spring Session:** 28 February

Start Date

End Date

### Leave

A proportionate amount of annual leave and long service should be taken with study leave. Any days that are not associated with the Study Leave Program must be accounted for by other forms of leave.

#### Annual Leave

Estimated annual leave balance at **start** of study leave period (from Web Kiosk)

 days

Estimated annual leave balance at **end** of study leave period (from Web Kiosk)

 days

Approved periods of annual leave will be booked by Payroll. Please provide details below:

Start Date

End Date

#### Long Service Leave

Approved periods of long service leave will be booked by Payroll. Please provide details below:

Start Date

End Date

Full Pay

☐

Half Pay

☐

### Half Salary in Advance

I wish to apply to have salary paid as half salary in advance

Yes ☐

No ☐

*\*If approved, payments will be deposited into the account receiving regular salary payments.*

### Financial Support From Other University Sources

Additional funding may be available to be taken as Grant in Aid. Payments will be made prior to travel being taken.

I wish to apply for Grant in Aid

Yes\* ☐

No ☐

Grant in Aid Amount

 \$

Cost Centre

*\*Grant in Aid is not subject to Pay-As-You-Go tax or payroll tax but will appear on Payment Summaries.*

### Finance from Outside the University

I will be utilising financial assistance from outside the University

Yes\* ☐

No ☐

\*Please provide details:

### 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