

UNIVERSITY OF WESTERN SYDNEY

Office of People and Culture
Locked Bag 1797
PENRITH NSW 2751

HR Operations:
Staffing Services

Telephones:
96787533 96787544
96787548 96787573 96787598

Facsimile:
96787555

APPLICATION FOR STUDY LEAVE

Employee #: _____ College/School/Office: _____

Surname: _____ First Name: _____

Ext:  _____ Email: _____

Position/Title: _____

Is your position:

- Full time permanent Part time permanent (____%)
 Full time contract (exceeding 6mths) Part time contract (exceeding 6mths) (____%)

Have you:

- Completed 2 years full-time continuous service

STUDY LEAVE PROPOSAL

- 1st semester 1st and 2nd semester
 2nd semester Other _____

Name of University/TAFE/other: _____

Course Title: _____

Number of weeks study time: _____ Stage/Year: _____

Is your course:

- a certificate an associate diploma
 an undergraduate degree an honours degree/masters qualifying
 a masters by coursework a masters by coursework and research
 a masters by research a doctorate
or
 a bridging course that will lead to TAFE or University entrance
 particular subject within an approved course of study that is relevant to your work role

SUBJECT TITLE	CLASS DAYS & TIMES
TOTAL HOURS	

Have you failed any of these subjects previously?

- No
- Yes (Note: Study leave will be granted once in respect of a subject or an equivalent subject)

Total Study Leave applied for:

Hours per week: _____ (One ½ hour for each hour of face-to-face learning for each subject undertaken)
(Maximum grant of study leave per subject undertaken will not exceed 2½ hours per week, and the maximum grant per week will not exceed 5 hours)

or

Number of days Post-Graduate research leave: _____
(Maximum of 20 days per year for Research Masters, Ph D)

or

Other, please explain: _____

NB: Part-time staff leave is pro-rata

How do you intend to take this leave?

- On the approved hours per week basis
- or
- Days as required (to maximum hours approved)

APPLICANT'S STATEMENT

- I have included a copy of my enrolment or last semester's results
- I have included a statement saying that I have maintained the required rate of progress for a postgraduate degree
- I have included a letter from the relevant institution stating the equivalent face-to-face teaching hours (for correspondence courses)
- I understand that if I withdraw from my course that I am to inform the Office of People and Culture as soon as possible

Applicant's Signature

____/____/____
Date

I recommend that the above request for study leave be approved:

Divisional Head/ Dean/ or Director

Date

____/____/____

Please return to HR Staffing Services as soon as course enrolments are known, as leave is not granted retrospectively.