

**UNIVERSITY OF WESTERN SYDNEY
PROFESSIONAL DEVELOPMENT PROGRAM**

LEAVE AND PAYMENT DETAILS

Last Name: _____

First Name: _____

School: _____

Staff ID No. _____

1. LEAVE DETAILS

a.	PDP approved from:		to	
b.	Other approved leave:			
	Annual Leave from		to	
	Long Service Leave		to	
	Long Service Leave (half pay)		to	
	Leave Without Pay (full pay)		to	

2. FINANCIAL DETAILS

PDP allowance of: \$ _____

PDP allowance required by: _____

NOTE: The allowance is paid via your salary

METHOD OF PAYMENT FOR SALARY

Salary to be paid fortnightly into normal Bank/Building Society

Salary to be paid in advance

URGENT CONTACT ADDRESS:

Telephone No: _____

Mobile No: _____

Signature of Staff Member: _____

_____ Date

Payment of Allowance of \$ _____ Approved

Signature of Dean: _____

_____ Date