

## SABBATICAL LEAVE – PROFESSIONAL

### APPLICATION FORM

**PART ONE: to be completed by the applicant**

<b>Date of application</b>		
<b>Name of applicant</b>		
<b>Directorate/Department/College</b>		
<b>Position</b>		
<b>Date appointed</b>		
<b>Dates of previous Sabbatical Leave</b> Please state whether this was research, education or professional leave		
<b>Duration of Sabbatical Leave requested</b>		
<b>Dates of Sabbatical Leave requested</b>		
<b>Costs</b> If the Sabbatical Leave period is to be financed by an external source (rather than your Directorate or Department/College) please detail the source and funds to be provided		
<p><b>Please outline below the case for Professional Leave (maximum of 3 pages) including</b></p> <ul style="list-style-type: none"> <li>a) aims and objectives</li> <li>b) outline of activities</li> <li>c) outputs and deliverables</li> </ul> <p>For b) and c) please provide a clear timescale for each element using the template below</p>		
<b>Timescales</b>	<b>b) Activity</b>	<b>c) Deliverable</b>

**Please detail below how Professional Leave and the programme of activities will further your professional development**

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**Please detail below the benefits of the Professional Leave for your Directorate or Department/College and the University**

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**Please outline below any duties that you will continue to perform whilst on Professional Leave**

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**Please outline below any duties that will require cover during the period of Professional Leave**

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**Risk Assessment: Please outline below any risks associated with the Professional Leave and how these will be mitigated**

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***Once part one is complete, please email the application to Linda Hazell, Planning & Policy***

**PART TWO: to be completed by the applicants Head of Directorate or Director of College Operations**

<b>Do you fully support this application for Professional Leave? If not, please explain</b>
<b>How do the activities and outputs listed above relate to your Departmental Plans?</b>
<b>Please outline below the consequences for your Department should Professional Leave be granted including any cover requirements</b>
<b>Please explain how the period of Professional Leave will further the professional development of the applicant</b>

<b>Head of Directorate / Director of College Operations</b>	
<b>Date</b>	

***All applications (both supported and unsupported) to be sent to Linda Hazell, Planning & Policy for monitoring; all applications will be forwarded to Human Resources***

***Unsupported applications should be discussed with the applicant as soon as possible, giving appropriate feedback***