



**HUMAN RESOURCES
SABBATICAL REPORT COVER SHEET**

Refer to University Sabbatical Policy [UP15/3](#)

Complete Section 1 and forward with a copy of your Sabbatical report to the Head of School.

What happens to the Report?

Once the Head of School is satisfied with the Report, it will be forwarded to the Dean for approval and acknowledgement. The Dean will forward a copy to Human Resources for placement on the electronic staff file.

SECTION 1 - STAFF DETAILS (to be completed by staff member)

Employee ID

Last Name First names

Position Title (eg, lecturer)

School/Admin Dept.

Signature (staff member) Date (dd/mm/yy)

Name (staff member) (please print)

SECTION 2 - PERIOD OF SABBATICAL

Total weeks on leave

Starting date of leave (dd/mm/yy)

Ending date of leave (dd/mm/yy)

Travel completed as per Sabbatical Confirmation form Yes No
If no, please attach details.
(Recalculation and possible repayment of travel costs may be required.)

SECTION 3 - DETAILS OF GRANTS RECEIVED FROM OTHER SOURCES

If applicable, please state details and amount of grants received from other sources during, or in respect of, the Sabbatical absence:

NOTES TO ASSIST IN THE COMPLETION OF SABBATICAL REPORTS

All members of staff who have completed a Sabbatical are required to complete a Report within 3 months of the completion of the Sabbatical. The Report should summarise their activities including details outlined below. Failure to submit a Report will result in suspension of accrual towards the next Sabbatical eligibility. It may also result in the employee being liable to refund and repay to the University the Sabbatical grant and the salary paid during the Sabbatical.

Sabbatical reports should include the following:

- i. Your name, position (eg, Assistant Professor, Associate Professor, etc), school and period of Sabbatical.
- ii. The objectives of the Sabbatical.
- iii. The extent to which the Sabbatical objectives were achieved.
- iv. Details of institutions and individuals visited and of the outcomes of these visits.
- v. Details of papers presented (seminars, talks, conferences, congresses, etc)
- vi. Details of conferences, congresses, workshops, seminars, etc attended.
- vii. Details of monographs, books and papers completed during the Sabbatical.
- viii. Comments on the ways in which the Sabbatical programme relates to:
 - a. previous Sabbatical absences
 - b. current research activities
 - c. current teaching activities
 - d. other University activities (eg, administration)
- ix. Comments on the benefits anticipated from the Sabbatical programme.
- x. Details of work associated with the Sabbatical yet to be completed.
- xi. General comments, observations and recommendations.

