



**HUMAN RESOURCES
APPLICATION FOR SABBATICAL
(PART 1 OF 2)**

Refer to University Policy No. [UP 07/239](#)

Submit this application to the Head of School for approval by the Dean. Applications must be submitted at least 6 months prior to the intended commencement of the leave.

Part 2 of this application must be submitted no less than 2 months before intended commencement of the sabbatical period in order to formally book the leave and pay any Travel Grant.

A late application for sabbatical will be considered only in very exceptional circumstances.

SECTION 1 - APPLICANT DETAILS

Employee Number

Family Name Given Names

Appointment Status Tenured/ Fixed-term → Appointment End Date (dd/mm/yy)

Position Title (eg, lecturer)

School/Admin Dept.

SECTION 2 - PERIOD OF THE PROPOSED LEAVE (26, 39 or 52 weeks ONLY)

For sabbatical purposes, annual recreation leave and Long Service Leave cannot be booked on ESS.

- Annual Recreation Leave will be processed by Human Resources on the details provided below.
- Long Service Leave must be submitted on a Staff Leave Application Form.

Total weeks on leave Total days on annual recreation leave

Start date of sabbatical (dd/mm/yy) End date of sabbatical (dd/mm/yy)

Start date of annual rec leave (dd/mm/yy) End date of annual rec leave (dd/mm/yy)

Annual recreation leave must be taken within the sabbatical period based on the standard 20 days annual recreation leave per 12 months service and a pro-rata amount for lesser periods of sabbatical (eg, 10 days for six months).

SECTION 3 - PRINCIPAL ACTIVITY

Please indicate in order of importance (1,2,3 etc) the principal activities for the proposed sabbatical. If not applicable, indicate NA. For further information, you should refer to the Sabbatical Policy—[UP 07/239](#) Clauses 1 and 2.

Research/Scholarship

Visiting other institutions (including attendance at conferences)

Improvement of teaching (including study of teaching techniques or acquisition of data for the improvement of teaching capability)

Professional practice (including work undertaken in a professional practice for the purpose of keeping abreast of developments within a profession)

Other

Please describe briefly:

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SECTION 4 - RESEARCH PLAN & OUTCOMES

On a separate sheet, please provide a detailed Research Plan for the period of sabbatical indicating work to be undertaken and anticipated outcomes.

Please also attach an up-to-date copy of your Curriculum Vitae (as prepared for the Academic Portfolio).

SECTION 5 - COMPOSITION OF THE PROPOSED SABBATICAL

Planned absence from the University during sabbatical

Weeks away from Perth = **A**

Please indicate the locations at which your proposed sabbatical absence will take place:

LOCATION 1

Institution/department City Country

Date From (dd/mm/yy) Date To (dd/mm/yy)

LOCATION 2

Institution/department City Country

Date From (dd/mm/yy) Date To (dd/mm/yy)

LOCATION 3

Institution/department City Country

Date From (dd/mm/yy) Date To (dd/mm/yy)

LOCATION 4

Institution/department City Country

Date From (dd/mm/yy) Date To (dd/mm/yy)

NOTE: For any additional locations, please provide information on a separate sheet.

Activities to be conducted within the University

Weeks in Perth = **B**

A + B = Total of Sabbatical period.

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SECTION 6 - TRAVEL ASSISTANCE—SABBATICAL GRANT

Will you be seeking a sabbatical grant for any of the following (tick as appropriate)?

Yourself No Yes

Your partner No Yes

Dependent children* No Yes → Number of dependent children

Full details regarding travel assistance can be found in the Sabbatical Policy—[UP 07/239](#) Clause 13.

(*dependent child' means either a child under 16 years of age who has no separate net taxable income and who is normally dependent on the staff member, or a child 16 to under 18 years who is undergoing full time education and is normally dependent on the member. The age is taken as the age at the time of departure. A travelling allowance for adult dependants with a disability will be considered favourably on application.

SECTION 7 - RETROSPECTIVE ACCOUNT OF PREVIOUS SABBATICAL

Please provide a retrospective view of the outcomes of your previous sabbatical (if applicable) incorporating a brief account of your scholastic activities and achievements. Include details of any publications (use a separate page if required):

- Identify the contribution that is attributable directly or indirectly to your previous sabbatical, and indicate any connection with the activities planned for the proposed sabbatical.
- Mention also benefits which can now be seen to have accrued in terms of your own teaching contribution and to the work of the School in general.

SECTION 8 - APPLICANT'S SIGNATURE

Signature

Date (dd/mm/yy)

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Name (Please print)

NOTE: (a) You should complete an "Application for Sabbatical Part 2 of 2" form no less than 2 months prior to commencement of sabbatical.
(b) Before proceeding on sabbatical, you will be required to sign an undertaking confirming a return of service to the University equivalent to the sabbatical applied for.
(c) Any major changes to the sabbatical programme must be approved by the Head of School and Dean.

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SECTION 9 - ACTION BY HEAD OF SCHOOL

PROPOSED PROGRAMME (please tick appropriate boxes)

- The proposed programme is relevant to progressing the applicant's research and scholarly work.
- The applicant has the capacity to make effective use of the proposed programme.
- The applicant and the University will gain academic benefit from the sabbatical.
- The portion of the leave programme to be carried out outside the University is one which cannot be done as effectively within the University.
- The applicant will be able to provide a return of service to the University equivalent to the period of sabbatical applied for.

Certification (please tick one box only)

- The applicant's eligibility for sabbatical has been confirmed
- Not eligible

Recommendation on proposed programme (please tick one box only)

- Support application. I am satisfied that the recommended programme may be conveniently arranged at the time specified by the applicant without jeopardy to the essential functions of the School and that it meets the eligibility requirements of the sabbatical policy.
- Support application, but additional information required.
- Unable to support application, due to operational requirements of School (accrual of credits for sabbatical will continue).
- Do not support (reasons must be stated in an attached memo).

Signature (Head of School)

Date (dd/mm/yy)

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SECTION 10 - ENDORSEMENT BY DEAN

This application for sabbatical is: Approved Not approved (Reasons must be stated. See comments below)

General comments

Signature (Dean)

Date (dd/mm/yy)

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In approving this application, I confirm that I am the Approved Delegate and funds are available.

Note: Once a decision has been made, the Dean will advise the applicant by letter and forward a copy of the approved application to Human Resources for the personal file.