



HUMAN RESOURCES

STUDY LEAVE ITINERARY AND APPLICATION FOR STUDY LEAVE TRAVEL GRANT

This form is to be completed at least two months prior to the commencement of study leave and forwarded to Human Resources. Insufficient notice may delay payments.

SECTION 1 - APPLICANT DETAILS

Family Name Given names

Position Title (eg, lecturer)

School/Admin Dept.

SECTION 2 - PERIOD OF STUDY LEAVE

I am requesting payment of the Study Leave Travel Grant: Yes No

From (dd/mm/yy) To (dd/mm/yy) Total weeks

Please indicate the travel locations during your study leave:

CITY	COUNTRY	FROM (dd/mm/yy)	TO (dd/mm/yy)	NO. OF DAYS

SECTION 3 - TRAVEL ASSISTANCE FOR PARTNER and/or DEPENDENT CHILDREN

This section must be completed - please tick as appropriate.

Not applicable

Partner → Dates of absence: From (dd/mm/yy) To (dd/mm/yy) Number of days

Dependent children → Dates of absence: From (dd/mm/yy) To (dd/mm/yy) Number of days Number of children

NOTE: To qualify for travel assistance, a partner and/or dependent children must accompany you for at least 50% of the time and their time away from home must exceed 60 calendar days.

SECTION 4 - GRANT PAYMENT DETAILS

Please tick as appropriate.

- Pay study leave grant as soon as possible in the current financial tax year.
- Pay study leave grant in the next financial tax year.

NOTE: The study leave grant is not taxed by the University at the time of payment but is considered to be taxable income by the Australian Taxation Office. Where leave incorporates 2 financial tax years, it is advisable to request payment of the grant in the financial year in which the major portion of expenses occur.

Full details regarding the Study Leave Travel Grant can be found at [Policy & Procedures B-35.3.2, part 6](#).

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SECTION 5 - SALARY PAYMENT DETAILS

Salary payments during study leave can continue fortnightly or can be paid up to 12 months in advance. Where the leave incorporates June 30 advance payments will be disbursed in two parts.

I confirm that my salary is to be paid: Fortnightly
(Please tick as appropriate.) In advance

SECTION 6 - EMPLOYEE'S ENDORSEMENT AND ENDORSEMENT BY HEAD OF SCHOOL

Signature (applicant)

Date (dd/mm/yy)

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Signature (Head of School)

Date (dd/mm/yy)

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Name (Head of School) (please print)

SECTION 7 - ALTERNATIVE BU & PG DETAIL

Business unit	Project/Grant	Account																		
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