

SCHOOL OF MATHEMATICAL AND PHYSICAL SCIENCES

APPLICATION FOR EXTENDED LEAVE OF ABSENCE

1. Applicant to complete form and pass to Head of Department by start of term one year ahead of proposed absence.
 2. Head of Department and Head of School to discuss and comment by 30 November (autumn leave) or 28 February (spring/summer leave).
 3. Head of Department to pass form to Human Resources for payroll action
-

Name _____ Person no. _____

Department _____ School _____

Job title _____ Grade _____ Probation completed? Yes / No

DATES, TERMS, REQUESTED

FUNDING

Please tick as appropriate (more than one box may be ticked) and specify overleaf the proposed source of funding

Paid Leave

University to pay salary and USS

“Buy Out”

University to pay salary and USS but grant to cover replacement teaching costs

Unpaid Leave *(please note that if you work abroad during your unpaid leave, HM Revenue & Customs does not allow the University to pay employer pension contributions)*

- University to administer grant and to pay from it salary and USS
- Another employer to pay salary and USS
- Another employer to pay salary but USS to be suspended
- No salary, own funds to pay USS (employer's and employee's contributions) - please note that this option is not available if being paid by an overseas employer
- No salary, own funds to pay employee's USS contributions, University to pay employer's contributions if the institution where you will be working will not pay the employer's contributions, or if you will not be receiving any income
- No salary, USS to be suspended
- No salary, not a member of USS

SOURCE OF FUNDING (if not University of Sussex)

Please provide full information on applications for external research funding over the past five years

RESEARCH STUDENTS

Please list research students and arrangements for their supervision if you are not planning to be their supervisor whilst on leave

PURPOSE OF LEAVE OF ABSENCE

Please provide a detailed description of intended research, study, or teaching and learning development, indicating how much has already been done and the specific objectives of the leave

PAST LEAVES

Please provide information on the leaves you have had over the past five years, together with leave reports indicating the publications attributable to the leaves

Signed _____ Date _____

COMMENTS OF HEAD OF DEPARTMENT

It is assumed that Departments can cover the teaching of colleagues on paid leave but please indicate any difficulties in covering administrative duties and teaching (including graduate teaching) and state whether you are prepared to support the leave application. If applicant is still within probation period please indicate whether period is to be extended.

Signed _____ Date _____

COMMENTS OF HEAD OF SCHOOL

Noted by Head of School: Signed _____ Date _____