

## STUDY LEAVE APPLICATION FORM

**COMPLETE THIS FORM ONLINE, and then PRINT and SIGN.**

**To move between fields use the tab key, to select a checkbox use the spacebar on your keyboard.**

<b>Assignment Number</b>								-		
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<b>Surname</b>		<b>Given Name (s)</b>	
<b>Position Number</b>		<b>Position Title</b>	
<b>Location/Facility (Mandatory)</b>		<b>Contact Phone Number</b>	

<b>Course</b>	<b>Institute</b>
<b>Duration of the Course</b>	<b>Stage (i.e. first year)</b>
<b>Type of Study (Please tick) ✓</b>	<input type="checkbox"/> Face to Face <input type="checkbox"/> Residential <input type="checkbox"/> Distance Education <input type="checkbox"/> Thesis/Research/Coursework

Weekly Course Attendance (if applicable)			
Day	Subjects	Start Time	Finish Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<b>RESIDENTIAL ATTENDANCE</b> (if applicable)	<b>Place of attendance</b>	<b>Dates of attendance</b>	
<b>THESIS/ RESEARCH/ COURSEWORK</b> (if applicable)	<b>Full Time Study</b> (State the total academic weeks)	<b>Part Time Study</b> (State the total academic weeks)	

<b>I propose to take study leave as follows</b> (please indicate preferred study leave Option 1 or 2)			
<b>1. Weekly Basis</b>	Total study time requested <i>(Max 4 hours per week, based on 50% face to face education)</i>		Hours per week:
Request for study time hours to be taken on:	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri
Request time for study leave:	From: <input type="checkbox"/> am <input type="checkbox"/> pm	To:	<input type="checkbox"/> am <input type="checkbox"/> pm
For week starting: (DD/MMM/YYYY)		To week ending:	

<b>2. Accumulative Basis</b>	<b>Total study time requested (Max 5 working days)</b>
1 <sup>st</sup> study leave day	
2 <sup>nd</sup> study leave day	
3 <sup>rd</sup> study leave day	
4 <sup>th</sup> study leave day	
5 <sup>th</sup> study leave day	

<p><b>Signature of Applicant:</b></p> <p>Date:</p> <p><b>Leave entered into the Roster Scheduling System:</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Tick appropriate box)</i></p> <p><b>Relevant documentation attached to support application as evidence:</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Tick appropriate box)</i></p>	<p><b>Approved By</b> (Department Head / Cost Centre Manager)</p> <p>Printed Name:</p> <p>Signature:</p> <p>Date: <span style="float: right;">Mgrs Phone No:</span></p> <p><b>Extended Leave Without Pay</b> to be approved by Human Resources / Executive:</p>
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All internal procedures, including necessary approval and sign off, must be completed. If you are unsure of your Local Health District (LHD) internal procedures, please contact your LHD.

**Please note: It is the responsibility of the LHD to ensure all internal LHD procedures have been followed**



**\*\*\* Please follow your internal Local Health District procedures to forward forms \*\*\***

**HealthShare NSW Contact Details:** [HSNSW-payroll@health.nsw.gov.au](mailto:HSNSW-payroll@health.nsw.gov.au)

Approving Manager to retain a copy of this completed form for your records.

**NOTES:**

**Face to Face / Distance Education:** Staff may be granted 50% of compulsory attendance times up to 4 hours per week per semester or term

**Residential:** The amount of leave to attend a compulsory residential program should be based on the specific requirements of the course and should be negotiated at the time of application for study and career development leave.

**Thesis/Research/Coursework:** Amount of leave is on the basis of 4 hours per week for each academic year. An academic year for this purpose is considered to be a full time study. For example, if academic year is equals to 30 weeks = 30w x 4 hours = 120 hours over the year. For staff undertaking the study on a part-time basis, the periods of leave should be granted on pro-rata basis.

**Accrual of Leave:** For tertiary studies, leave may be accrued up to a maximum of 5 days per semester or term and may be accrued until the last examination of the semester or the last attendance day of the semester if there is no final examination.