Application for Leave of Absence

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| 1. **Details** |  |
| Name | Click or tap here to enter text. |
| Department | Click or tap here to enter text. |

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| 1. **Precise dates of the proposed period of leave of absence.** | |
| From | Click or tap here to enter text. |
| To | Click or tap here to enter text. |

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| 1. **Financial terms on which leave of absence is sought (i.e. with or without salary and, if the former, how the salary is to be funded).** |
| Click or tap here to enter text. |

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| 1. **Concise statement of purpose of leave of absence, including details of any period of employment by another institution (100-150 words).** |
| Click or tap here to enter text. |

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| 1. **Research student Responsibilities** | | | |
| Student | Replacement Supervisor | Student | Replacement Supervisor |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| 1. **Member of staff signature** | |
| I am aware of the provisions of Ordinance 40 and I apply for leave of absence. | |
| Signed |  |
| Date | Click or tap to enter a date. |

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| 1. **Arrangements made to cover teaching and other duties of applicant (including teaching on Faculty-based courses).** |
| Click or tap here to enter text. |

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| 1. **Comments by Departmental Research Director OR Head of Department on the planned use of the leave of absence with reference to the departmental research strategy.** |
| Click or tap here to enter text. |

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| 1. **Approval by Faculty Dean (Education) UG and/or PG of arrangements made to cover teaching on Faculty-based courses, if applicable (please include comments below).** | |
| Comments | Click or tap here to enter text. |
| Signed |  |
| Date | Click or tap to enter a date. |

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| 1. **Head of Department Signature** | |
| Signed |  |
| Date | Click or tap to enter a date. |

The completed form, including signatures, should be sent to the Executive Dean for approval by the department (e.g. by the Head of Department or the Departmental Administrator).

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| 1. **Executive Dean Signature** | |
| Signed |  |
| Date | Click or tap to enter a date. |

Copy to Pro-Vice-Chancellor (Research) before returning to the People & Culture (Employee Relations) Section: [hremployeerelations@essex.ac.uk](mailto:hremployeerelations@essex.ac.uk)

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| 1. **Pro-Vice-Chancellor (Research) Signature** | |
| Signed |  |
| Date | Click or tap to enter a date. |

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| 1. **For People and Culture** | |
| Processed by | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

We will comply with the UK General Data Protection Regulation and the Data Protection Act 2018 when processing personal data about members of staff for the purposes of research administration, monitoring and promotion.  These data will be kept secure and accurate and will only be disclosed to those where required in accordance with the University’s registration under the legislation, our [Privacy Notice](https://www.essex.ac.uk/staff/your-information-your-rights/privacy-notice-staff) and [retention schedule](https://www.essex.ac.uk/staff/your-information-your-rights/privacy-notice-staff).