**Appendix 1**



**Sabbatical Leave Application Form**

**This page to be completed by the applicant
Name:**

**Faculty and Division/Department:**

**Are you requesting a Returner’s Sabbatical Leave?**

**If Ordinary Sabbatical Leave, do you have 3 years’ qualifying service?**

**Dates of proposed sabbatical leave:**

**Venue/base during sabbatical leave:**

**Any dates of sabbatical leave in the last three years**:

NB: This is not applicable for staff returning from 3 months parental leave within the last 12 months.

**Summary of plans and outcomes to be achieved** e.g. completion of a book, establishment/completion of a research project, development of new course materials. **For post eligible leave** this may be a summary of plans to catch up with advances in research e.g. literature/internet/library searches, meetings with colleagues or collaborators.

**Implications for teaching, student supervision and administrative duties in your absence**

**Signed: Date:**

Applicant for Sabbatical Leave

HR Employment Policy Team

October 2019 V1.2

**UCL Sabbatical Leave Application Form**

**This page to be completed by the Head of Department / SLMS Director of Division/Institute\* Comments on the proposed sabbatical leave**

**Details of arrangements necessary to cover teaching and administrative duties**

**Cost of any cover arrangements (put n/a if none)**

**Agreed dates of Sabbatical leave** (if different from proposed dates above): **Name of Head of Department/Director\* / Dean / Vice-Provost / Provost:**

**Signed: Date:**

The Head of Department should consult their School Finance Team to establish the cost of any cover arrangements and to agree Finance approval if required.

\*This list of approved Heads of Department can be found here: www.ucl.ac.uk/srs/governance-and-committees/organisation/hod

(For the Faculty of Life Sciences only) **Director of Operations:**

**Signed: Date:**

Once completed and signed this form should be emailed to HR Services: hr-services@ucl.ac.uk.

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