



**HUMAN RESOURCES
APPLICATION FOR STUDY LEAVE
(PART 2 OF 2)**

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 booking of leave and processing of payments.

SECTION 1 - APPLICANT DETAILS

Employee ID

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
 Is the School paying airfares/conference costs on your behalf? 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

If you are an ESS leave approver, and no-one will be acting in your position whilst away, please indicate the name of the temporary delegated leave approver.

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.
Clause 6.1.4 Any variance to this policy must have Dean's approval (see over).

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.

Please refer to [HR P&P B.35.3.2.5.1](#) for ATO requirement to keep receipts and maintain a travel diary.

Full details regarding the Study Leave Travel Grant can be found at HR P&P B.35.2.6

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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 In Advance
(please tick as appropriate)
Do you have Salary Packaging? Yes No
(please tick as appropriate)

Note:
You may access your Payment Summary on-line at ESS: [https://asprod.hr.admin.uwa.edu.au/pls/hisprod/wk8003\\$.startup](https://asprod.hr.admin.uwa.edu.au/pls/hisprod/wk8003$.startup)

SECTION 6 - EMPLOYEE'S ENDORSEMENT

I acknowledge the General Conditions contained in HR P&P B-35.3.2.3 governing study leave, and in particular those conditions providing for reimbursement to The University of Western Australia of any study leave grant and salary paid for the period of leave. Refer HR P&P B-35.3.2.3.9.

Signature (applicant)	Date (dd/mm/yy)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Name (applicant) <i>(please print)</i>	
<input style="width: 100%;" type="text"/>	

SECTION 7 - ALTERNATIVE BU & PG DETAIL

By default Human Resources will charge Business Unit_Project Grant 10100001. If costs are to be charged elsewhere, please complete the details below.

Business unit	Project/Grant	Account
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> 5 <input style="width: 30px; height: 20px;" type="text"/> 5 <input style="width: 30px; height: 20px;" type="text"/> 2
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> 5 <input style="width: 30px; height: 20px;" type="text"/> 5 <input style="width: 30px; height: 20px;" type="text"/> 2
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> 5 <input style="width: 30px; height: 20px;" type="text"/> 5 <input style="width: 30px; height: 20px;" type="text"/> 2

SECTION 8 - ENDORSEMENT BY HEAD OF SCHOOL

Please complete:

Pursuant to Part B.—35.3.2.4.2.5 the work area will be paying the airfares and any conference fees on behalf of the staff member (the travel grant forms part of the staff member's taxable income) and Human Resources shall reduce the level of the grant by \$.....

Signature (Head of School)	Date (dd/mm/yy)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Name (Head of School) <i>(please print)</i>	
<input style="width: 100%;" type="text"/>	

SECTION 9 - APPROVAL BY DEAN (for variation to Clause 6.1.4-Travel Assistance for Partner/Dependants)

I authorise variation to the provisions of Clause 6.1.4 in relation to travel assistance for the employee's partner and/or dependent children. Details of variation are -

Signature (Dean)	Date (dd/mm/yy)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Name (Dean) <i>(please print)</i>	
<input style="width: 100%;" type="text"/>	