



UNIVERSITY OF JAFFNA, SRI LANKA

APPLICATION FOR OVERSEAS MEDICAL LEAVE/OVERSEAS LEAVE DURING VACATION/LEAVE TO ATTEND CONFERENCE OR TRAINING PROGRAMME

1. Name of applicant : Designation : Department/Branch : Date of appointment :			
2. Record of previous leave taken during the current academic year.			
	Duration with dates	Type of Leave (Conference/Training/Study/Sabbatical/Vacation)	Country visited
(a)			
(b)			
(c)			
<i>(Particulars to be checked and certified by the Senior Assistant Registrar/Assistant Registrar of the relevant Faculty)</i>			
3. Period of leave requested : From: To:			
4. Type of leave requested <ul style="list-style-type: none"> (a) Leave during vacation (b) Medical Leave (c) Conference Leave/Training Programme Leave (d) No pay Leave <i>(supporting documents to be enclosed)</i>			
5. Whether total/part expenses of travel and maintenance are met by the Applicant / Awarding Agency <i>(Give details with supporting documents):</i>			
6. a. Where leave will be spent: b. Work applicant intends carrying out during the period of leave (<i>Please give outline</i>):			
7. Contact address of applicant during the period of leave: <i>(Please note that any change of address must be communicated to the Senior Assistant Registrar/Academic Establishments without delay)</i>			
8. Arrangements made to cover applicant's work during the period of leave, in respect of: <ul style="list-style-type: none"> (a) Teaching: (b) Administrative work: (c) Other work 			

09. Whether applicant has completed all teaching assignment and examination work (<i>Give details</i>):	
10. A brief description of how applicant intends to make use of the experience he/she gains to further his/her academic development and also benefit the University (<i>where relevant only</i>):	
11. Date: Applicant's Signature
Passport No:	
12. (<i>To be completed by Head of Department/Branch</i>) Details of Staff:	
(i) Whether adequate staff are available for academic programmes during the period of applicant's leave:	
(ii) Whether satisfactory arrangements has been/ can be made to cover applicant's teaching programme and other work:	
(iii) Whether applicant has completed all requirements regarding examinations and other work:	
Leave is recommended/not recommended	
 Signature of Head of Department/Branch
13. Observation of Dean:	
Date: Signature of Dean/ Faculty of
14. Vice-Chancellor's observations/recommendation:	
Date: Signature of Vice-Chancellor
16. Approval of the Council Decision of the Council : Allowed/not allowed Date of the Council Meeting: Confirmed the decision by the Council on:	
Date: Deputy Registrar/ Academic Establishments