



UNIVERSITY OF JAFFNA, SRI LANKA

APPLICATION FOR SABBATICAL LEAVE

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| 1. Name of the applicant: Designation : Department/Branch : Date of Birth : Date of appointment : | | |
| 2. Period of last Sabbatical leave taken with dates | | |
| From | To | Place |
| (a) | | |
| (b) | | |
| (c) | | |
| [Particulars to be checked and certified by the Senior Assistant Registrar/Assistant Registrar of the relevant Faculty] | | |
| 3. (a) Period of leave requested: From : To: Whether on full pay/no-pay : * (b) Please indicate whether 1 st instalment or 2 nd instalment, if plan to avail split sabbatical leave : | | |
| 4. (a) Where leave will be spent: * * (b) Work programme the applicant intends carrying out during the period of leave and details of institutional affiliation: (<i>Letter of invitation/ award/ declaration should be annexed</i>) | | |
| 5. Please declare whether you are receiving passage under the Grant/Award or from any other source: (supporting document should be enclosed) | | |
| 6. 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>) | | |
| 7. Arrangements made to cover applicant's work during the period of leave, in respect of: (a) Teaching: (b) Administrative work: (c) Other work: | | |
| 8. Whether applicant has completed all teaching assignments and examination work (Give details) | | |

9. 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 (*where relevant only*):

10. Has applicant settled all accounts in Student Societies etc. where applicant is Senior Treasurer :

Has applicant returned all Library Books :
(*Please see note*)

11. Date :

Passport No. :

.....
Applicant's Signature

12. (*To be completed by Head of Department/Branch*)

Details of Staff :

(i) Whether adequate staff is available for programmes during the period of applicant's leave: Yes
No

(ii) Whether satisfactory arrangements can be made to cover applicant's teaching programme and other work: Yes
No

(iii) Whether applicant has completed all requirements regarding examinations and other work:

Leave is recommended/not recommended

Date :

.....
Signature of Head of Department/Branch

13. Observations of Dean : (*If Head of a Department/Dean of a Faculty is submitting application, please indicate arrangements for acting appointment if the period is less than three months*)

Leave is recommended/not recommended

Date :

.....
Signature of Dean

14. Vice-Chancellor's observations:

Leave is recommended/not recommended

Date :

.....
Signature of Vice-Chancellor

Notes : All members of staff proceeding on sabbatical leave are expected to submit a certificate from the Librarian and Head of their Department that all library books and other items in their charge have been returned to the University before they are given permission to leave.