

# Scholarship holders

## Application for leave form



UNIVERSITY GRADUATE SCHOOL

PO Box 123 Broadway NSW 2007 Tel - +61 2 9514 1336 Fax - +61 2 9514 1588

(maternity, recreation & sick leave only)

Email: [ugs@uts.edu.au](mailto:ugs@uts.edu.au) Web: <http://www.gradschool.uts.edu.au>

### Instructions

This form should only be used by higher degree research scholarship holders for application for maternity leave, sick leave or recreation leave. Students who wish to apply for a Leave of Absence for a semester from either the course or scholarship should download the Application for leave of absence form from the UGS website at <http://www.gradschool.uts.edu.au>. Please complete the form and give it to your Research Administrator for approval by the RAO. Completed forms can be forwarded by the Research Administrator to the University Graduate School once signed.

### Section 1: Student to complete

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Type of scholarship held: \_\_\_\_\_

Course: \_\_\_\_\_ Faculty/Institute: \_\_\_\_\_

Contact Ph Number/s: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of leave (please tick as appropriate):

**Maternity leave** (please attach original or certified copy of medical certificate)

**Sick leave** (please attach original or certified copy of medical certificate – refer to section two below for periods of illness longer than 10 days)

**Recreation leave** (please refer to section two below)

First day of leave: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last day of leave: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

RAO or Supervisor's signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Section 2: Leave conditions for scholarship holders

#### 1. Sick leave

APA, University Doctoral, & RL Werner Scholarship, research Masters & Doctoral Students may take up to 2 weeks paid sick leave a year within the tenure of the award. For medically substantiated periods of illness lasting longer than 2 weeks, students may receive up to a total of 12 weeks paid sick leave, which are *additional* to the normal duration of the award. (*all other research scholarship holders should check their conditions of award for entitlements*)

#### 2. Maternity leave

APA, APA (industry), University Doctoral, & RL Werner Scholarship, research Students may take up to 3 months paid maternity leave for a childbirth occurring within the tenure of the award. Paid maternity leave may not be taken within the first 12 months of an award; however unpaid maternity leave may be accessed through the normal Leave of Absence/suspension provisions. Periods of paid maternity leave are added to the tenure of the award. (*all other research scholarship holders should check their conditions of award for entitlements*)

#### 3. Recreation leave

APA, University Doctoral, & RL Werner holders are entitled to 20 days paid recreation leave each year calculated on a pro-rata basis within the period of the award. (*all other research scholarship holders should check their conditions of award for entitlements*)

**Completed applications should be submitted to your Research Administrator for supervisor/RAO approval and then forwarded to the Scholarships Coordinator:**

#### Scholarships Coordinator

University Graduate School University of Technology, Sydney Level 7, Building 1, Broadway  
P.O. BOX 123, BROADWAY NSW 2007