**Sabbatical Leave Application Form**



**Name of applicant:**

**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 Ordinary sabbatical leave in the last three years**:

**Summary of plans and outcomes to be achieved during Ordinary sabbatical leave:**

**Summary of plans and outcomes to be achieved during Returners sabbatical leave:**

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

**Signed:**

**Date:**

**To be completed by the Head of Department / 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):  
 **Name of Director of Operations:**

**Signed:**

**Date:**

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

**HR Employment Policy Team**

August 2024