

# UNIVERSITY OF GHANA, LEGON

## SENIOR MEMBERS APPLICATION FORM FOR LEAVE FROM THE UNIVERSITY

(To be completed in quadruplicate. Applicants are required to send THREE completed forms to their Heads of Departments who should send TWO to the DEANS. Deans to send ONE to reach the Pro-Vice-Chancellor not later than 31 December)

1. NAME OF APPLICANT .....

2. DEPARTMENT/INSTITUTE/SCHOOL .....

3. TYPE OF LEAVE REQUESTED (Please tick as appropriate)

(a) Study Leave ..... (b) Sabbatical Leave ..... (c) Leave of Absence .....

(d) Other (please specify) .....

4. LENGTH OF LEAVE REQUESTED (with dates) .....

5. IN WHICH INSTITUTION IS LEAVE TO BE TAKEN? .....

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6. PROGRAMME OF WORK TO BE UNDERTAKEN (Please attach a detailed statement)

7. FINANCES

(i) Does applicant want financial support from the University? Yes ..... No .....

(ii) If yes, what form? (Please tick as appropriate)

(a) Salary ..... (b) Salary & Supplementation ..... (c) Loan .....

(d) Other ..... (Please specify) .....

(iii) Is applicant receiving financial support from outside (for applicants seeking financial support from the University other than salary)? Yes ..... No ..... N.A. ....

iv) If yes, how much (please be specific) .....

(v) Source of financial support .....

8. DETAILS OF SERVICE WITH THE UNIVERSITY

(i) Date of first appointment

(ii) Leave granted in the last six years

a. Sabbatical leave - from ..... to .....

b. Leave of absence - from ..... to .....

c. Other (specify) ..... from ..... to .....

9. SIGNATURE OF APPLICANT

10. DATE (please turn over)

11. (TO BE COMPLETED BY THE HEAD OF DEPARTMENT)

(i) Is information above correct? .....

(ii) Is applicant eligible for leave requested? .....

(iii) If not, state reasons

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(iv) Can the applicant's duties be adequately performed by the Department while he is away?

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(v) Indicate arrangements for carrying out applicant's duties in his/her absence

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(vi) Recommendation

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12. HEAD OF DEPARTMENT'S SIGNATURE .....

13. DATE .....

14. COMMENTS BY DEAN (If any)

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15. SIGNATURE OF DEAN .....

16. DATE .....