



Wayamba University of Sri Lanka

Kuliyapitiya

APPLICATION FOR SABBATICAL LEAVE

ACADEMIC / ADMINISTRATIVE STAFF

1.0 Personal Information

1.1	Name :					
1.2	Designation :					
1.3	Department :					
1.4	Faculty :					
1.5	Date of first appointment	Day	Month	Year	1.7	No. of years of service
1.6	Date of Birth	Day	Month	Year	1.8	Age (Years)

2.0 Have you taken Sabbatical Leave previously? Yes No

(If answer is Yes Please provide details)

Year	From	To	Total Period	
			Full pay	No pay leave

3.0 Period of leave requested with dates (please indicate whether you are splitting Sabbatical Leave)

From	To	Total period	
		Full pay	No pay leave

You may split the leave and avail yourself of such leave only in two installments and minimum allowed period of three months duration after three years and six months of serve. However, passage will be paid only once.

4.0 Details of Leave (whether spent outside the country or locally)

Locally

Outside the Country

4.1 Contact address of the applicant during the period of leave:

Please note; any change in address should be notified to Senior Assistant Registrar/ Assistant Registrar (Academic Establishments)

5.0 Work programme the applicant intends carrying out during the period of leave and details of institutional affiliation:

(Letter of invitation /award should be annexed, where relevant)

(Your contract with the University does not permit you to accept permanent position, while on leave. You may accept only a contract appointment for the period of your leave.)

6.0 Please declare whether you are receiving passage under the grant/award or from any other source.

Yes No

If YES please give details:

7.0 Arrangements to cover the work during the period of leave:

7.1 Whether applicant has completed all teaching assignments and examination works

Yes No

Responsibility	Person under to cover the responsibility		Signature of the Head of Department
	Name	Signature	
7.2 Lectures /Tutorials/ Examinations			
7.3 University Research Grants			
7.4 Other Research Grants			
7.5 Undergraduate/ postgraduate projects			
7.6 Have returned all Library Books			

8.0 Applicants Declaration

I, the undersigned certify that the details provided in this form are accurate.

--	--	--	--	--	--	--	--

.....

8.1 Date

Month

Year

8.2 Signature of the applicant

9.0	Recommendation of the Head of the Department (Please tick a box)		
	Leave is recommended	<input type="checkbox"/>	Not recommended

If not recommended please give reasons

(Please indicate whether adequate staff is available once the applicant goes on Sabbatical Leave only 1/3 of the total available staff will be allowed to go on Sabbatical Leave. They does not apply the case where the eligible staff of any Department of study is less than 3 in number.)

--	--

--	--

--	--	--	--

9.1 Date

Month

Year

.....

9.2 Signature of the Head of the Department.

10.0	Recommendation of the Dean of the Faculty (Please tick a box)		
	Leave is recommended	<input type="checkbox"/>	Not recommended

If not recommended please give reasons

--	--

--	--

--	--	--	--

10.1 Date

Month

Year

.....

10.2 Signature of the Dean

.....

11.0	Verification by the Academic Establishment Branch	
	Information provided above is verified correct according to personal file	Name of the Subject Clerk: Signature: Date:
Observation of SAR/AR (Academic Establishments)		

--	--	--	--	--	--

11.1 Date Month Year

.....
11.2 Signature of the SAR/AR (AE)

12.0	Recommendation of the Vice-Chancellor (Please tick a box)		
	Leave is recommended		Not recommended
If not recommended please give reasons			

--	--	--	--	--	--

12.1 Date Month Year

.....
12.2 Signature of the 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.