



South Eastern University of Sri Lanka

Application for Leave during Vacation

To be Submitted to the office of the Vice Chancellor by Academic Staff seeking approval for Leave during Vacation as per the guideline approved by University Council before 30 days of Commencement of leave

1.01	Name				
1.02	Designation				
1.03	Department / Division				
1.04	Type of Leave (as per the guideline for granting leave during vacation Approved by the Council.)				
1.05	Whether overseas or local leave	Overseas		Local	
1.06	If overseas leave indicate the name of the country				
1.07	Purpose for which the leave is required (Supported by valid invitation / documents)				
1.08	Duration of leave	From		To	
1.09	Arrangements made to cover the duties of the applicant during his / her absence (Attach a separate sheet if required) Note : The Staff Members whose names are given in Section 1:09:01. To 1:09:04 have to sign in the space provided to indicate their consent to cover the duties of the applicant during the period of leave requested by the applicant.				
	Duties	Name	Signature		
1.09.01	Teaching				
1.09.02	Examinations				
1.09.03	Administrative Works				
1.09.04	Other responsibilities				
1.10	Leave during Vacation taken during the last three years				
	Year	Period		Purpose	
		From	To		
1.11.	I declare that the above are true and accurate Date _____ Signature of the Applicant _____				

Note:

- Please note that according to current guidelines probationary staff could apply for leave only after one year of uninterrupted Service.
- If the leave will be spent overseas, the applicant should submit the overseas leave application form along with Appendix 16 form to obtain permission from ministry of Higher Education to leave the Island.

(To be completed by Head of Department / Branch)

- I. Whether adequate staff available for programs during the period of applicant's leave: Yes / No
- II. Whether Satisfactory arrangements have been made to cover applicant's teaching programme and other work: Yes / No
- III. Whether applicant has completed all requirement regarding examinations and other work: Yes/ No

Decision of the Department meeting

Leave during Vacation to Prof / Dr / Mr / Ms..... is
Recommended/ not recommended at the Department Meeting held on

if the Leave is not recommended, give the reasons.

Date:.....

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

1.12

Leave is recommended / not recommended.
(if the Leave is not recommended, give the reason)

Date :

.....
Signature of the Dean

Vice - Chancellor

1.13

Information provided above is verified correct according to personal file

Subject Clerk:.....

Date :

.....
Deputy Registrar/ Academic Establishments

Deputy Registrar / Academic Establishments

2.01

I recommend / do not recommend the leave.

Please place before the next Leave & Awards Committee. Please attach justifications for special approval as submitted by the Head of the Department, if relevant and submit a memo to the Council for a decision.

Date:.....

.....
Vice- Chancellor

3.01

AE/.....

Please process. Place before the next Leave & Awards Committee Meeting and Council for approval.

Date :

.....
Deputy Registrar/ Academic Establishments