

STUDY TIME APPLICATION

The information contained in this report is based on the details you have provided as part of your HR Expert online enquiry on 2 Feb 2004 and is provided as guidance only. The government of New South Wales gives no warranty or undertaking that the information or results produced from using this system represent your true entitlement.

Employee Details

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade
No of hours worked per week: 35	Full time equivalent hours per week: 35

Proposed Course Details

Institution: Example Institution	Course title: Example Course
Course type: TAFE undergraduate	Course venue (campus/external): On campus

Semester starts	Semester ends	Number of weeks in semester	Number of weeks break in semester
8 Mar 2004	2 Jul 2004	16	1

Subjects

Subject	Has Study Time leave been taken for this subject in the past?	Number of hours per week
Example Subject	No	3
Example Subject	No	3
Total number of hours per week (excluding subjects for which Study Time leave has been granted in the past)		6

Eligibility for a Study Time Grant

Based on the answers you have supplied during the Study Time inquiry on 2 Feb 2004 you may apply for 3 hour(s) Study Time per week to undertake the above course during the semester from 8 Mar 2004 to 2 Jul 2004.

Method of Taking Study Time Leave

I intend to take my Study Time on a combination of weekly and block leave basis as follows:

Take weekly Study Time on the following days					
Mon	Tues	Wed	Thur	Fri	Total HPW
1.5	0	0	0	0	1.5
Study Time applied for					
Date from			Date to		Total hours
21 Jun 2004			23 Jun 2004		21
I may need to change the dates for my block study time leave when my examination timetable is confirmed.					

Summary of Study Time for the Semester 8 Mar 2004 - 2 Jul 2004

	Hours
Total available Study Time	48
Total weekly Study Time applied for	24
Total Study Time leave applied for	21
Balance of unallocated Study Time hours	3

Required Documentation

I have attached certified copies of the following documents to support my application:

- Enrolment Form (all courses)
- Course schedule/timetable (all courses)
- Exam results for previous semester (if applicable)
- Written advice from the institution of equivalent face to face hours (external courses only – including correspondence & coursework)

Employee's signature: _____ Date ____/____/____

Approval

Recommended by: _____ Date ____/____/____
Name & Signature

Approval by Delegated Officer: _____ Date ____/____/____
Name & Signature