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Special Release

16 July, 2020

APPLICATION FOR STUDY LEAVE/LEAVE OF ABSENCE/SABBATICAL LEAVE FOR 2020/2021

Applications are hereby invited from members of the Senior Staff (Non-Teaching) wishing to proceed on Study Leave/Leave of Absence/Sabbatical Leave during the 2020/2021 session. Interested members of staff should call in Room 107 of the Human Resource and Development/NTS for the prescribed Form.

Please note that the Committee will not consider application for Study Leave/Sabbatical Leave without a letter of admission/invitation. Furthermore, any Study Leave granted will attract payment of salary only. The part-time or full time study leave should only be granted to staff after three (3) years of the completion of an approved previous programme. This is to enable the staff to take a break and in addition, add value to the University system.

I wish to further remind members of staff that it is illegal to engage in Part-Time or Full-Time studies while on a Full-Time appointment without necessary approval to do so.

Completed application forms should reach the Deputy Registrar (Human Resource and Development/NT), not later than **Friday 21 August, 2020**. Late applications will not be entertained.

I should be grateful if you would please pass on this information to the members of Staff in your Department/Unit.

Thank you.

Olubunmi O. Faluyi, MCIPM, MAUA
Registrar

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Town/City

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Country

12. (a) Are you a recipient of or do you expect to receive any outside grant (e.g. Rockefeller, Ford Foundation, C.I.D.A. Commonwealth, Nigerian Government, W.H.O., U.N.I.C.E.F., F.....O., etc).

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(Please enclose a copy of the letter of award and other relevant documents)

(b) State value of Fellowship including allowances (Personal and Family allowances, etc.)

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Date

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Applicant's Signature

13. Head of Department's Recommendation:

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Head of Department's Signature

14. Dean's Recommendation:

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Dean's Signature

