

WESTERN SYDNEY UNIVERSITY

ACADEMIC DEVELOPMENT PROGRAM LEAVE AND PAYMENT DETAILS

Please complete, sign and scan to adp@westernsydney.edu.au, along with your **ADP Undertaking form**, 4 weeks prior to the commencement of your leave.

First name: _____ Last name: _____

Staff ID: _____

School/Institute/Division: _____

1. LEAVE DETAILS

NOTE: Do not book any form of leave in relation to your ADP, either prior to or while you are on ADP. If you fall ill or need to amend your annual leave, refer to the Guidelines and contact the ADP Coordinator.

Approved Leave	From	To
Academic Development Program (max 22 weeks) Note: this is a block of time and is irrespective of public holidays or concessional days)		
Annual Leave		
Long Service Leave (full pay)		
Long Service Leave (half pay)		
Leave Without Pay		

PAYMENT DETAILS

Approved financial allowance assistance for ADP from the University: \$ _____

Approved financial assistance support from Research funds: \$ _____ to

be claimed direct from Research account: _____

ADP University allowance required by: _____ (NB: This is paid with your salary. Please note any financial implications around payments received near end of financial year)

2. CONTACT DETAILS WHILE ON ADP

Address: _____

Phone: _____ Mobile: _____

Staff member signature: _____

Dean/Director Name: _____

Dean/ Director Approval (signature): _____