

## WESTERN SYDNEY UNIVERSITY

### ACADEMIC DEVELOPMENT PROGRAM LEAVE AND PAYMENT DETAILS

Please complete, sign and scan to [adp@westernsydney.edu.au](mailto:adp@westernsydney.edu.au), along with your **ADP Undertaking form**, 4 weeks prior to the commencement of your leave. Please note you must also submit the online leave application through Staff Online for any other associated leave (eg annual leave).

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Staff ID: \_\_\_\_\_

School/Institute/Division: \_\_\_\_\_

#### 1. LEAVE DETAILS

Approved Leave	From	To
Academic Development Program (max 22 weeks)		
Annual Leave		
Long Service Leave (full pay)		
Long Service Leave (half pay)		
Leave Without Pay		

#### 2. PAYMENT DETAILS

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

Approved financial assistance support from Research funds: \$ \_\_\_\_\_

ADP University allowance required by: \_\_\_\_\_ (NB: This is paid with your salary)

Salary to be paid (please tick the appropriate box):

Fortnightly into usual financial institution

In advance (Please note that if ADP runs over two financial years, a payment will have to be made within each respective year)

#### 3. CONTACT DETAILS WHILE ON ADP

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Staff member signature: \_\_\_\_\_

Dean/Director Name: \_\_\_\_\_

Dean/ Director Approval (signature): \_\_\_\_\_