

Sabbatical leave application and approval process

It is important to read and understand the sabbatical leave policy

Applications for Sabbatical Leave must be submitted, ideally one year but no less than six months prior to the envisaged commencement date to ensure sufficient planning to prevent undue disruption to the academic programme and to assess the application.

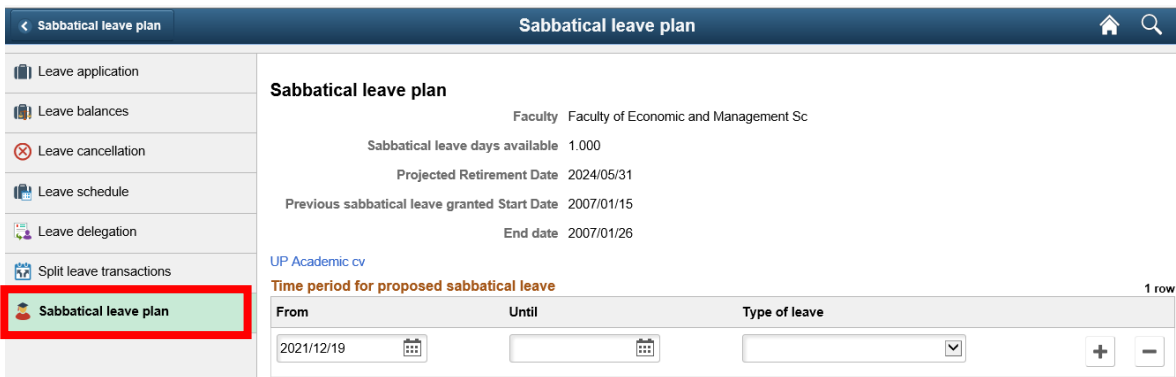
Sabbatical leave plan

Click on "Leave functions"

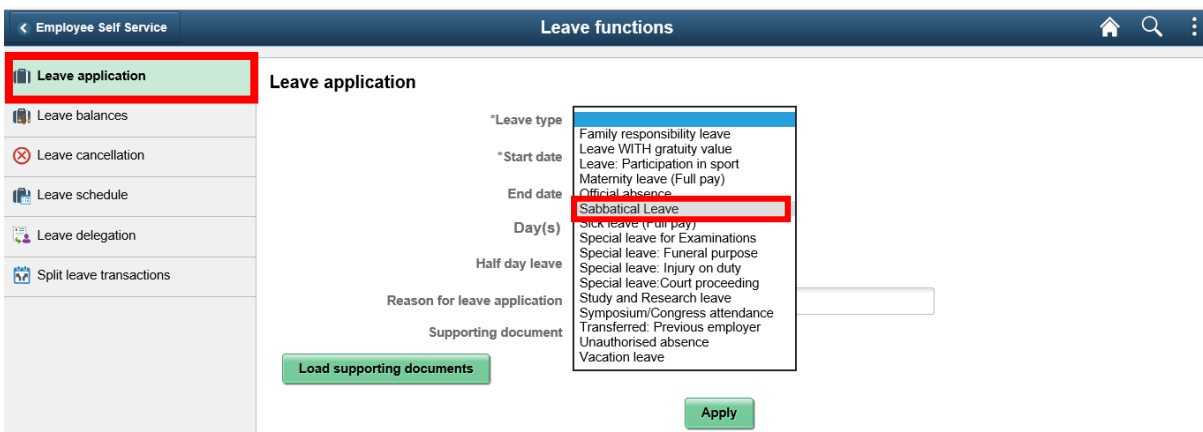


Click on sabbatical leave plan

Sabbatical Leave Plan refers to a detailed written plan which is specific, measurable, achievable and realistic and which sets out the objectives/goals, activities, outcomes and timeframes of a defined period of Sabbatical Leave.



Applying for sabbatical leave



Leave balances

Employee Self Service Leave Enquiry

Leave application

Leave balances

Leave cancellation

Leave schedule

Leave delegation

Split leave transactions

Leave balances

Select another leave type

Date To

| Leave type | Cycle date | B/F | Assigned | Taken | Adjusted | Balance | Leave that will be forfeited | Cycle period | |
|-----------------------|------------|-----|----------|-------|----------|---------|------------------------------|--------------|-------|
| Sabbatical Leave | 2022/01/01 | 0.0 | 1.0 | 0.0 | 0.0 | 1.0 | 0.0 | 12 | |
| Sick leave (Full pay) | 2019/10/01 | 0.0 | 120.0 | 0.0 | 0.0 | 120.0 | 0.0 | 36 | |

Approval

Select Manager Self Service

Click on approvals

Manager Self Service

Approvals Metrics My Team Access permits for COVID Company Directory

Select self service transactions

Manager Self Service Pending Approvals

View By

All 2

Leave Self service transactions 1

Self service transactions 1

Self service transactions 233331 - Sabbatical leave plan Routed 2021/12/21

Approver Comments

Click on the self service transaction to open up the sabbatical leave plan to view all information

Click on the little house/home to navigate back to managers self service

Pending Approvals Sabbatical leave plan

Sabbatical leave plan

Faculty Faculty of Natural and Agricultural Sc

Sabbatical leave days available 3.000

Projected Retirement Date 2024/02/29

Previous sabbatical leave granted Start Date 2003/07/20

End date 2003/08/01

[UP Academic CV](#) (You can download your UP Academic cv from here if it is filled in on self service, Talent Profile to attach to this application)

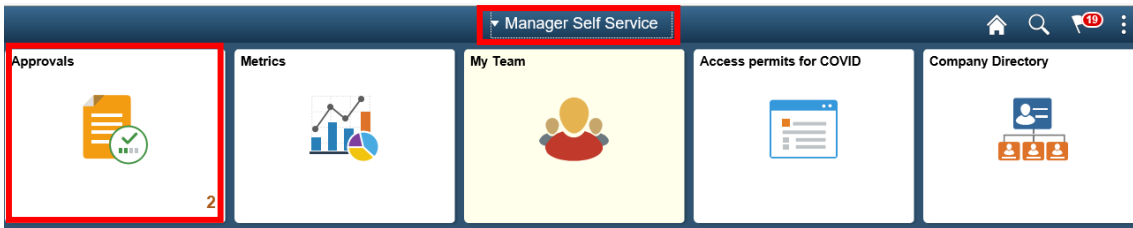
Time period for proposed sabbatical leave 3 rows

| From | Until | Type of leave |
|------------|------------|------------------|
| 2022/01/01 | 2022/01/31 | Sabbatical Leave |
| 2022/02/01 | 2022/02/28 | Unpaid leave |
| 2022/03/01 | 2022/03/31 | Vacation leave |

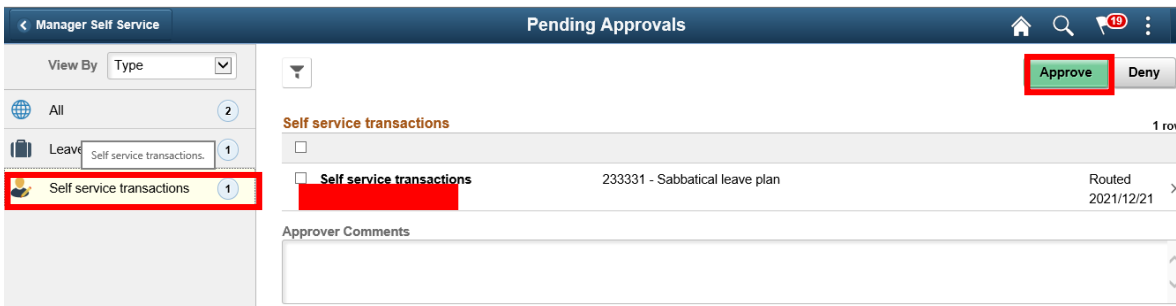
Achievements and rating: state achievements and ratings that recognise applicant's academic and scientific proficiencies (e.g. NRF, citation, teaching award, societal recognition awards, etc.)

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Click on approvals



Select self service transactions, click approve or deny



The approval process is, HOD, DD, Dean, VP (Academic) and finally HR

For any assistance contact you HR department