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.

 Sabbatical leave plan 		Sabb	atical leave pla	n	â	Q
Leave application Leave balances Leave cancellation Leave schedule Leave schedule Leave delegation		Faculty leave days available cted Retirement Date ve granted Start Date	2024/05/31	and Management Sc		
Split leave transactions	UP Academic cv Time period for propose	d sabbatical leave				1 row
Sabbatical leave plan	From 2021/12/19	Until	Ē	Type of leave	+	-

Applying for sabbatical leave

C Employee Self Service	Leave functions				â	Q	:
(Leave application	Leave application						
📳 Leave balances	*Leave type	Family responsibility leave					
S Leave cancellation	*Start date	Leave WITH gratuity value Leave: Participation in sport					
Leave schedule	End date	Maternity leave (Full pay) Official absence Sabbatical Leave					
듾 Leave delegation	Day(s)	Sick leave (Full pay) Special leave for Examinations Special leave: Funeral purpose					
Split leave transactions	Half day leave	Special leave: Injury on duty Special leave:Court proceeding					
	Reason for leave application	Study and Research leave Symposium/Congress attendance					
	Supporting document	Transferred: Previous employer Unauthorised absence Vacation leave					
		Apply					

Leave balances

C Employee Self Service		Leave Enquiry				â	Q			
(Leave application	Leave balances									
📳 Leave balances		Select another leave type								
S Leave cancellation		Date To								
Leave schedule		Submit								
Leave delegation	Leave type	Cycle date	B/F	Assigned	Taken	Adjusted	Balance	Leave that will be forfeited	Cycle period	I
Split leave transactions	Sabbatical Leave	2022/01/01	0.0	1.0	0.0	0.0	1.0	0.0	12	2
	Sick leave (Full pay)	2019/10/01	0.0	120.0	0.0	0.0	120.0	0.0	36	3

Approval

Select Manager Self Service

Click on approvals



Select self service transactions

< Manager S	elf Service		Pending Approvals	A Q 🥵 : (
View By	Туре	Ţ		Approve Deny
II	2	Self service transactions		1 row
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langer Self serv	ice transactions	Self service transactions	233331 - Sabbatical leave plan	Routed > 2021/12/21
		Approver Comments		
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Click on the self service transaction to open up the sabbatical leave plan to view all information

Pending Approvals	Sabbatica	l leave plar		Â	Q
(Leave application	Sabbatical leave plan				
(E) Leave balances		y Faculty of Natural and Agricultural Sc			
S Leave cancellation	Sabbatical leave days available	e 3.000			
📳 Leave schedule	Projected Retirement Date	e 2024/02/29			
	Previous sabbatical leave granted Start Date	e 2003/07/20			
🔁 Leave delegation	End date	e 2003/08/01			
Split leave transactions			elf service, Talent Profile to attach to this application	n)	
	Time period for proposed sabbatical leave	•			3 rows
👗 Sabbatical leave plan	From Un	til	Type of leave		
	2022/01/01 20	22/01/31	Sabbatical Leave		
	2022/02/01 20	22/02/28	Unpaid leave		
	2022/03/01 20	22/03/31	Vacation leave		
	Achievements and rating: state achievements ar award, societal recognition awards, etc.)	nd ratings that recognise applicant's aca	demic and scientific proficiencies (e.g. NRF, citat	on, teach	ing
	ffafsas		^		

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

Click on approvals



Select self service transactions, click approve or deny

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	View By Type	Ţ		Approve Deny
	All	Self service transactions		1 row
	Leave Self service transactions.			
2	Self service transactions 1	Self service transactions	233331 - Sabbatical leave plan	Routed > 2021/12/21
		Approver Comments		
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The approval process is, HOD, DD, Dean, VP (Academic) and finally HR

For any assistance contact you HR department