

MMED / STUDY (SPECIAL) LEAVE - AGREEMENT FORM

Registrar Name:

Persal No:

Registrar's N-number:

Department:

1. Leave applied for:

- Special (study) leave* [*two (2) days per examination*]
*copy of the examination time table on the UKZN letterhead must be attached to the leave form

[*The leave must be designated as special leave-MMED research on the DOH leave forms.*]

- Research related activities [*maximum of ten (10) working days per annum**]
Leave agreement must be attached to the leave application form.

2. Date of Application: _____

Leave date's requested: _____

[*All leave requests should be submitted at least 6 weeks in advance to the respective hospital HR departments*]

3. Will overtime and weekend calls be performed during this special leave? Yes No

[*The HOD/HCD/Clinical Manager will have to indicate on the special leave form that the overtime obligation was met/is being met and the leave dates should be consistent with the Discipline roster/s*]

4. Supervisor and Registrar agree to the following anticipated research outputs for the leave period.

[*To be based on the registrar's stage of research and corresponding needs*]

a) **Title of Research Project:**

b) **Anticipated research outputs (Please list):**

Registrar Signature

Date

Supervisor Signature

Date

HOD/Designee Signature

Date

SUPERVISOR'S REPORT ON OUTPUTS UPON RETURN FROM LEAVE

5. Supervisor Report

[To be submitted to HR confirming that the outputs agreed upon were fulfilled within two (2) weeks of returning from leave**]

Registrar Signature

Date

Supervisor Signature

Date

HOD/Designee Signature

Date

6. Letter submitted to HR confirming that the outputs agreed upon were fulfilled. Yes No

[**Failure to submit within two (2) weeks of returning from leave, can result in withdrawal of the special leave.]

*Departments are advised to compile leave planners so that leave requests can be scheduled in advance. The timing of the leave and number of days granted per annum (*piecemeal as determined by data collection or other needs or en bloc) are to be agreed upon internally and mutually.*