



Dundalk Institute of Technology Shorter Working Year Scheme Application Form

Section A: To be completed by the applicant

- Up to 13 weeks of unpaid special leave (non-pensionable) may be taken in any one year.
- Leave may be taken as 1 continuous period, or as a maximum of 3 separate periods.
- Your reduced salary may be spread over a 12 month period for periods of leave between 2 and 13 weeks only. Applications for this leave must be submitted to your Head of School/Unit, for approval by 30 November.
- Proposed leave dates should be discussed in advance with your Head of School/Dept/Centre.

Full Name:

Staff Number:

School/Department:

Contact No:

Grade & Job Title:

Purpose of, or reasons for, the unpaid special leave:

Period 1

Start Date:

End Date:

Period 2

Start Date:

End Date:

Period 3

Start Date:

End Date:

- I confirm that I wish to avail of the above period of unpaid special leave
- The conditions of my unpaid special leave are as stated in [Circular 14/2009](#), which I have read and understood.
- If I have applied for special salary arrangements (see below) I cannot withdraw or alter my application once it has been approved. Any overpayment that may arise from participation in the scheme will be repaid to DkIT no later than 31 December in the same year.

Applicant Signature: _____

Date: _____

Section B: To be completed by Head of School/Function/Centre and returned to the HR Office

Do you support this application?

YES

NO

If No, please outline the reasons below for refusal of this special leave application.
(Please refer to paragraphs 24 and 25 of [Circular 14/2009](#))

Head of School/Function Signature: _____

Date: _____

Human Resource Manager : _____

Date: _____