

HDR scholarship **paid sick leave request**

Please complete and scan this form and send it to: hdrac.scholarships@sydney.edu.au

IMPORTANT INFORMATION

Holders of higher degree by research scholarships whose conditions of award entitle them to additional paid sick leave should use this form. Please note this entitlement does not generally extend to top-up scholarship(s) that the student may hold. **Holders of a NHMRC scholarship** should use a separate for addressing requirements for that award.

In addition to submitting this form, which relates to payment of your scholarship while on sick leave, you must login to Sydney Student and submit a request for a period of paid leave from your studies. Scholarship payments cannot be made if your candidature is suspended or if a different type of leave of absence is recorded

Holders of certain research awards are entitled to a maximum of 12 weeks paid sick leave during the tenure of the award for medically substantiated periods of illness lasting longer than ten (10) working days. **Students applying for paid sick leave must inform their supervisor and lodge the leave application at the start of absence, or as soon as practicable.** Periods of paid sick leave are added to the normal duration of the award. Periods of additional paid leave are added to the normal duration of the award and details of the revised scholarship end date will be included in a confirmation letter after the leave has been processed

Please attach a **medical certificate stating the nature of the illness or incapacity and specifying the exact dates of unfitness to work.** Under guidelines issued by the NSW Branch of the Australian Medical Association, a doctor may only state fitness or unfitness for work *as at the time of consultation*. **Backdated medical certificates without supplementary remarks from the medical practitioner to explain any discrepancy will not be accepted**

Scholarship holders who do not wish to resume their studies immediately following paid sick leave, should contact the Higher Degree by Research Administration Centre (HDRAC) to discuss formal suspension of studies and scholarship(s)

Incomplete or unsigned forms will not be accepted

Contact us:

Higher Degree by Research Administration Centre
(HDRAC) Level 5, Jane Foss Russell Building G02
The University of Sydney NSW 2006
Telephone +61 2 8627 4343
Email hdrac.scholarships@sydney.edu.au

SECTION 1: STUDENT DETAILS

Name	
Student ID number	
Payroll ID number (refer to your payslip)	
University email address	
Best contact telephone number	
Degree	
Attendance	Full-time Part-time
Faculty	
School, department or discipline	
Name of scholarship(s)	

SECTION 2: PAID SICK LEAVE REQUEST

I have submitted a request for paid leave in Sydney Student	
I have attached a medical certificate stating the nature of the illness or incapacity and specifying the exact dates of unfitness to work which lasted longer than ten (10) days	
First day of leave	
Last day of leave <i>Both as per medical certificate</i>	
Further remarks	
Scholarship holder's signature	
Date	

SECTION 3: OFFICE USE

Job #	Class		
Previous leave (if applicable)			
Paid leave request in Sydney Student	Submitted	Approved	
Leave booking – Reason	Sick		
Paid leave start date			
Paid leave end date			
Occupancy Insert new row STA	Start date		
Change current end date from:	Revised (new) end date:		
Change current increment date from:	Revised increment date:		
<input type="checkbox"/> Checked/sent	<input type="checkbox"/> Entered: leave, occ, allowance dates	<input type="checkbox"/> Paid	<input type="checkbox"/> Dates in Sydney Student