**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 form 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) calendar 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 3, 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

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Student ID number</td>
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<tr>
<td>Payroll ID number (refer to your payslip)</td>
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<td>University email address</td>
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<td>Best contact telephone number</td>
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<td>Degree</td>
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<td>Attendance Full-time or Part-time</td>
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<td>Faculty</td>
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<td>School, department or discipline</td>
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<td>Name of scholarship(s)</td>
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### 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

*Both as per medical certificate*

Further remarks

Scholarship holder’s signature

Date

### SECTION 3: OFFICE USE

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<thead>
<tr>
<th>Job #</th>
<th>Class</th>
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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:

- [ ] Checked/sent
- [ ] Entered: leave, occ, allowance dates
- [ ] Paid
- [ ] Dates in Sydney Student

student