



**HR16
SPECIAL STUDIES PROGRAM / INTERNAL RELEASE
Leave Application for SSP/Internal Release
Application for SSP Grant / Half Salary in Advance**

(hr.v1.0 - 7.05.18)

Note: this form must be completed and sent to Human Resources at least 6 - 8 weeks prior to departure.

Itinerary and airfare invoice should be forwarded together with the application to the Head of School and Dean / Rector for their approval.

SSP Leave Application

Family Name:		Given Name(s):	
Employee zID:	Position Title:	Position Number:	
School /Department:		Phone (w):	
Email:			
SSP Start Date:		SSP End Date:	
Internal Release Start Date:		Internal Release End Date:	
Weeks Absent (Calendar) - SSP:		Weeks Absent (Calendar) - Internal Release:	

Other Leave in Conjunction with SSP Leave

All other leave taken in conjunction with SSP (eg. recreation leave, long service leave, must be applied for via [myUNSW](#))

Travel Details (SSP applicants only)

SSP Overseas	Start:	Return:	No. of weeks:
SSP Australia (indicate State):	Start:	Return:	No. of weeks:
Is your family/ spouse/ partner accompanying you for >8 weeks:			
Spouse / Partner	Start:	Return:	No. of weeks:
Child (1)	Start:	Return:	No. of weeks:
Child (2)	Start:	Return:	No. of weeks:

Grant Application (SSP applicants only)

Payment as soon as possible:	YES	NO
Payment to be made on first payday of new financial year:	YES	NO

Note - SSP Grant is not taxed at source and will show on Payment Summary as "Travel Allowance".

Half-Salary in Advance (SSP applicants only)

Note - Half salary in advance will be taxed at normal rates unless you have applied for a variation via the [PAYG Income Tax withholding variation application](#).

I wish to apply for half -salary in advance for full period of my SSP:	YES	NO
I wish to apply for half -salary in advance for overseas period of my SSP:	YES	NO
I am applying for an exemption/variation:	YES	NO
Payment to be made as soon as possible:	YES	NO
Payment to be made in the new financial year:	YES	NO

Applicant Declaration

I have read and understood the relevant [SSP](#) and [Travel](#) policies and the UNSW Sydney regulations on travel and for auditing requirements. I confirm that:

1. The application contained herein complies with these policies.
2. I or any member of my family have not/will not make use of frequent flyer points or similar discounted fares to purchase air travel for which I have been reimbursed during the specified period of SSP.
3. I will repay the University any money received should it be necessary to cancel these travel arrangements.
4. Any reimbursement I receive that is associated with these costs will be used solely for the purpose of bonafide SSP travel for myself and any accompanying members as outlined in my application.

Signature (Applicant):

Date:

Head of School Approval

I hereby recommend that this application for SSP leave be approved and that a grant of \$_____ per week be paid to the applicant to cover living expenses for the period of travel stated on this form.

Please make the grant payment from the following school funds:

FUND: _____ DEPT ID: _____ PROJECT: _____

Name:

Signature:

Date:

Dean / Rector Approval

I hereby approve this application for SSP.

Name:

Signature:

Date:

Note – Supporting documentation should be retained by the Faculty

HUMAN RESOURCES USE ONLY

Original to Salaries:

Date:

Copy to Leave File: