

**Application for Leave/Holiday in excess of one week**

Annual Leave Entitlement is 8 weeks, including public holidays and University closure days.

This form should be completed and returned to your Supervisor BEFORE your leave commences.

1. **Personal Details**

Name:

Period of proposed leave: From: ............................To: ....................................

Number of days…….

Previous leave taken

Remaining days……

1. **Purpose of proposed Leave**
2. **Applicant's signature: Date:**
3. **Comment from Supervisor:**

Signed: Date:

Please forward this form to School PGR Administrator for recording on Co-Tutor.

If the leave relates to a Student Visa/Tier 4 sponsored student for a period of 4 weeks/30 working days or more, please also forward the form to [pgresearch@lboro.ac.uk](mailto:pgresearch@lboro.ac.uk).