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## TIME OFF FOR STUDY (PROFESSIONAL STAFF) APPLICATION FORM

This form must be completed by a professional staff member to apply for time off for study to amend approved time off for study. Refer to the Time Off for Study Procedure (Professional Staff) for further information.

To complete this form:

1. After reading the Time Off for Study Procedure (Professional Staff), complete Part A, Part B and Part C.
2. Submit the completed form to your supervisor for approval.
- 3.

Staff Development, Performance and Promotion Handbook	Time Off for Study Procedure	Effective Date:	4 February 2019	Version 1.0
Authorised by	Chief Operating Officer and Vice President	Review Date:	4 February 2022	Page 1 of 2
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