FAMILY FRIENDLY RESEARCH & SCHOLARSHIP LEAVE STATEMENT

Information on this form should be typewritten.

Family Friendly Research & Scholarship Leave Statement – Part 1

Part 1 of the Statement should be submitted to your line manager/Head of Department at least one month before the Family Friendly Research & Scholarship Leave commences. Signed statements should then be emailed to Human Resources [humanresources@strath.ac.uk](mailto:humanresources@strath.ac.uk).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Personal details | | | | | |
| Forename |  | Surname |  | Title |  |
| Weekly Hours |  | Job Title |  | Department |  |
| Address1 |  | Address2 |  | Address3 |  |
| Town |  | Post Code |  | Current Service Start |  |
| 1. Summary of work focus during Family-Friendly Research & Scholarship Leave | | | | | | |
| Please include 2-5 SMART objectives that you can work towards during the Family-Friendly Research & Scholarship Leave period. Guidance on the scope of this section is contained in the [Family Friendly Research & Scholarship Leave Guidance](https://www.strath.ac.uk/media/ps/humanresources/policies/Family_Friendly_Research_&_Scholarship_Leave_Guidance.pdf). These objectives must relate to a clear plan of research or scholarship tasks which are scheduled to be undertaken during the period of leave. | | | | | | |
| **OBJECTIVES FOR FAMILY-FRIENDLY RESEARCH & SCHOLARSHIP LEAVE PERIOD** | | | | | | |
|  | | | | | |

|  |  |
| --- | --- |
| **Signature of member of staff**: | **Date**: |
| **Signature of line manager / Head of Department**: | **Date**: |

Family Friendly Research & Scholarship Leave Statement – Part 2

Part 2 of the Statement should be submitted to your line manager/Head of Department no later than one month after the Family Friendly Research & Scholarship Leave ends. Signed statements should then be emailed to Human Resources [humanresources@strath.ac.uk](mailto:humanresources@strath.ac.uk).

|  |  |
| --- | --- |
| Please summarise the work undertaken during the Family-Friendly Research & Scholarship Leave, providing details under each of the headings below. Guidance on the scope of this section is contained in the [Family Friendly Research & Scholarship Leave Guidance](https://www.strath.ac.uk/media/ps/humanresources/policies/Family_Friendly_Research_&_Scholarship_Leave_Guidance.pdf). | |
| **ACTIVITIES UNDERTAKEN DURING THE FAMILY-FRIENDLY RESEARCH & SCHOLARSHIP LEAVE** | |
|  |
| **THE EXTENT TO WHICH THE ACTIVITIES MATCHED PART 1 OF THE FAMILY-FRIENDLY RESEARCH & SCHOLARSHIP LEAVE STATEMENT** |
|  |
| **BENEFIT TO MEMBER OF STAFF AND UNIVERSITY** |
|  |

|  |  |
| --- | --- |
| **Signature of member of staff**: | **Date**: |
| **Signature of line manager / Head of Department**: | **Date**: |