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.

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| 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
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| 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/professionalservices/media/ps/humanresources/policies/Family_Friendly_Research_%26_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** |
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| **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.

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| 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/professionalservices/media/ps/humanresources/policies/Family_Friendly_Research_%26_Scholarship_Leave_Guidance.pdf).  |
| **ACTIVITIES UNDERTAKEN DURING THE FAMILY-FRIENDLY RESEARCH & SCHOLARSHIP LEAVE** |
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| **THE EXTENT TO WHICH THE ACTIVITIES MATCHED PART 1 OF THE FAMILY-FRIENDLY RESEARCH & SCHOLARSHIP LEAVE STATEMENT** |
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| **BENEFIT TO MEMBER OF STAFF AND UNIVERSITY**  |
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| **Signature of member of staff**: | **Date**: |
| **Signature of line manager / Head of Department**: | **Date**: |