

**Promotion Scheme Leave Form – Progression across the Merit Bar 2024/25**

**FOR STATUTORY LEAVE ONLY**

***Please note that these details must be submitted at Expression of Interest/Shortlisting (Stage 1) in order to be considered at Full Application Stage (Stage 2).***

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| **Inclusion of Statutory Leave**The University acknowledges that periods where an individual may have been on Statutory Leave from their employer may have impacted on an individual’s performance as judged against the assessment criteria. In the context of this call, Statutory Leave refers to maternity leave, paternity leave, parental or adoption leave, carers leave and/or other protected leave which may be provided for in legislation enacted by the State from time to time.  |

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| YOUR DETAILS: |
| **Name** |  |
| **College** |  |
| **School** |  |

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| Nature & Dates of Absence: please indicate below the details of the type of Statutory Leave you wish to have considered by the Board along with the relevant dates. |
| **Date from (DD/MM/YY):** | **Date to (DD/MM/YY):** |
| **Nature of Leave:** |

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| --- | --- |
| **Date from (DD/MM/YY):** | **Date to (DD/MM/YY):** |
| **Nature of Leave:** |

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| --- | --- |
| **Date from (DD/MM/YY):** | **Date to (DD/MM/YY):** |
| **Nature of Leave:** |

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| --- | --- |
| **Date from (DD/MM/YY):** | **Date to (DD/MM/YY):** |
| **Nature of Leave:** |

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| **Date from (DD/MM/YY):** | **Date to (DD/MM/YY):** |
| **Nature of Leave:** |

*Add as appropriate.*

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| CONSENT TO SHARE DETAILS OF YOUR STATUTORY LEAVE |
| Please tick this box to indicate your consent for the information outlined in this Promotion Scheme Leave Form to be shared with the Progression Across the Merit Bar Board members (College level Board, College Level Board or Lecturer Progression  & Establishment Board, the People & Culture Department, External Reviewers (if shortlisted) and where applicable, members of the Academic Promotions Appeals Board. This information will be processed and stored in line with the Academic Promotion Data Protection Notice. | Tick Here if Consent |