

APPLICATION FOR LEAVE

Note: ALL the following leave types must be booked and approved through HR Online:

- | | | |
|---|---------------------|-----------------------------|
| • Annual | • Examination | • Long Service (@ full pay) |
| • Community (incl. Defence, Emergency, Jury, Witness) | • Graduation | • Personal |
| | • Leave Without Pay | • Purchased |

Staff Number: _____ Ext: _____ Full Time Part Time
 Family Name: _____ Other Names: _____
 Faculty/Office: _____ Department: _____

LEAVE TYPES:

For details of all leave types, please refer to section 4.1 of the Enterprise Agreement.

Staff may apply for any of the following leave types using this form:

- | | |
|--|---|
| • Long Service Leave @ Half Pay | • Religious, Cultural and Ceremonial Leave |
| • Parental / Partners Leave | |

LEAVE BOOKING OPTIONS: (Select one box only)

- My leave booking is **continuous** and made up of one or more **whole days** – complete **SECTION A**
 My leave booking is **not continuous** or contains **part days** – complete **SECTION B**

SECTION A – For **continuous** leave bookings made up of **whole** days, complete the following:

Leave Type: _____ From: ____ / ____ / ____ to ____ / ____ / ____ **Total No. of Hours:** _____
(Inclusive)

Leave Type: _____ From: ____ / ____ / ____ to ____ / ____ / ____ **Total No. of Hours:** _____
(Inclusive)

SECTION B – For **non-continuous** leave bookings or **part-day** leave bookings, complete the following:

Note that the number of hours of leave each day cannot be greater than 7 hours, or your rostered hours.

Date of Leave		Hours	Leave Type
Thu	/ /		
Fri	/ /		
Sat	/ /		
Sun	/ /		
Mon	/ /		
Tue	/ /		
Wed	/ /		

Date of Leave		Hours	Leave Type
Thu	/ /		
Fri	/ /		
Sat	/ /		
Sun	/ /		
Mon	/ /		
Tue	/ /		
Wed	/ /		

SUPPORTING DOCUMENTATION TO BE ATTACHED TO THIS FORM:

- Parental / Partners Leave – medical certificate

Applicant's Signature: _____ Date: ____ / ____ / ____

Supervisor's Signature: _____ Date: ____ / ____ / ____

HR USE ONLY:

Processed/entered: _____ (inits) ____ / ____ / ____ Checked _____ (inits) ____ / ____ / ____