

Leave Application

Please note:

- Leave bookings can be made via the Employee Web Self Service. All Leave Reversals, and Parental Leave Bookings need to be done via this form.
- If you are a part time staff member please submit form P3. Roster Details prior to completing this form if you have not previously done so.
- After appropriate approvals have been obtained, keep a copy for your records and forward the original to Human Resources Mail No. H14 or Fax 9214 8565.

Leave Types that can be booked:

Annual Leave

Partner/Paternity Leave* *

Maternity Leave (paid)* *

Maternity Leave (unpaid)* *

Sick Leave (with a certificate)*

Sick Leave (without a certificate)

Bereavement Leave

Adoption Leave* *

Long Service Leave (half pay)

Long Service Leave (full pay)

Leave Without Pay

Other (please specify)

* A medical certificate or statutory declaration must be attached.

** A medical certificate and statutory declaration must be attached.

EMPLOYEE DETAILS

Employee Number (6 digit payroll no.):

Title (eg Prof, Dr, Mr, Ms):

Surname:

Given Names(s):

Management Unit:

Date of Birth (dd/mm):

LEAVE BOOKING

Leave Booking 1:

Booking: / Reversal:

Leave Type Being Booked:

Start Date:

End Date:

Duration:

Reason/Comment:

Leave Booking 2:

Booking: / Reversal:

Leave Type Being Booked:

Start Date:

End Date:

Duration:

Reason/Comment:

Leave Booking 3:

Booking: / Reversal:

Leave Type Being Booked:

Start Date:

End Date:

Duration:

Reason/Comment:

Leave Booking 4:

Booking: / Reversal:

Leave Type Being Booked:

Start Date:

End Date:

Duration:

Reason/Comment:

EMPLOYEE AUTHORISATION

Signature:

Date:

MANAGER AUTHORISATION

Name (print):

Date:

Signature:

Position Title