

# Leave Application

This form is to be used for applying for leave which cannot be processed using HR Online. Once completed and approved, this form should be sent to HR for processing. Please note: all applications for Recreation leave and Personal leave must be processed using HR Online.



UNIVERSITY OF  
CANBERRA

AUSTRALIA'S CAPITAL UNIVERSITY

## Personal details

Staff number		Position title	
Surname		Given name	
Faculty/Unit		Division	

## Leave dates and type

Leave from (date) _____	Leave to (date) inclusive _____	Number of hours applied for _____
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- Recreation leave in advance  
(Fixed term employees only may request to access up to ten (10) days in advance – these will be deducted from future leave credits).
- Recreational leave at ½ pay (minimum 140 hours – general staff only).
- Long service leave at full pay
- Long service leave at ½ pay
- Miscellaneous leave – (reason) \_\_\_\_\_  
(If bereavement leave, please state relationship of the deceased to you).
- Leave without pay – Is there a Worker's Compensation Claim? \_\_\_\_\_  
(Please attach a statement with reasons for LWOP. You are normally required to use RL and /or LSL credits before commencing LWOP).
- Parental leave  Dad and Partner Pay  
(Includes maternity, paternity and adoption leave. Please attach a medical certificate or adoption statement).
- 100% (= 20 weeks)  50% (=40 weeks)

**Part time staff only**, hours worked per week

Week 1  Monday \_\_\_\_\_  Tuesday \_\_\_\_\_  Wednesday \_\_\_\_\_  Thursday \_\_\_\_\_  Friday \_\_\_\_\_

Week 2  Monday \_\_\_\_\_  Tuesday \_\_\_\_\_  Wednesday \_\_\_\_\_  Thursday \_\_\_\_\_  Friday \_\_\_\_\_

## Superannuation contributions

If taking leave at half pay, do you wish to maintain contributions to superannuation at full rate?  Yes  No  
Note, by ticking yes you are electing to maintain your contributions and the University's contributions at the full rate.

## Employee signature

Employee name (please print)	Signature	Date
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## Authorisation

Name (please print)	Staff number	
Position title	Signature	Date

### Application approval required:

**Recreation leave in advance (fixed term employees)** - needs to be approved by Manager

**Recreation leave at ½ pay** - needs to be approved by Manager

**Long service leave at full or ½ pay** - needs to be approved by Dean / Director

**Miscellaneous leave** - needs to be approved by Dean / Director

**Leave without pay** - applications for periods of ten (10) working days or less can be approved by the Manager; applications for periods up to twelve (12) months must be approved by the Dean/Director; applications for periods greater than twelve (12) months require approval by the Director Human Resources.

**Parental leave at full or ½ pay** - needs to be approved by Manager