



# Leave Application

## Cancel Leave

### Employee Details

Employee Number	Name	Campus	Fraction
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faculty/Division/Office		School/Section/Centre	
<input type="text"/>		<input type="text"/>	

### Part Time Staff Must Complete

Please specify roster for the fortnight commencing the Friday immediately after pay day.

	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Leave Details

**Annual Leave** From  To  Number of Days

An employee may cancel or vary their annual leave booking, with the approval of their supervisor. This form is used to cancel an existing leave booking. To vary leave dates, another leave application (with new dates) is also required.

An employee who is sick during annual leave may request reversal of their annual leave booking. The illness must be for a period of at least five (5) consecutive days and medical certificate must be provided. Personal leave will be booked accordingly.

**Personal Leave** From  To  Number of Days

An employee must not return to work prior to the end date indicated on their original medical certificate without first obtaining clearance from a medical practitioner. A new medical certificate is required.

**Carer's Leave** From  To  Number of Days

**Long Service Leave** From  To  Number of Days

An employee may cancel or vary their long service leave booking, with the approval of their supervisor. This form is used to cancel an existing leave booking. To vary leave date, another leave application (with new dates) is also required.

An employee who is sick during long service leave may request reversal of their long service leave booking. The illness must be for a period of at least five (5) consecutive days and a medical certificate must be provided. Personal leave will be booked accordingly.

**Leave Without Pay** From  To  Number of Days

An employee will not normally be permitted to reverse their leave without pay booking. Consideration must be given to the arrangements made to replace the employee when the leave was originally approved.

**Other Leave** From  To  Number of Days

Specify type of leave

For parental, adoption and maternity leave, please contact [Employee Services](#) to discuss changes to leave arrangements.

### Signature and Authorisation

Employee	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Signature	Date
Supervisor	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Signature	Date
Band 5 For long service leave and leave without pay <a href="#">Who is this?</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Signature	Date

### DPC Use Only

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