

**HR5****Leave Application****UNSW**

12/02

Send to Human Resources Department

(EMPLOYEE ID MUST BE PROVIDED. PLEASE PRINT CLEARLY.)

**Personal Details**

Employee ID:	Employment Record No.:
Family Name:	Initials:
School/Dept.:	Phone: (w)
Position Title:	Email:
<input type="checkbox"/> Academic Staff <input type="checkbox"/> General Staff <input type="checkbox"/> Part time <input type="checkbox"/> Full Time	

**Period of Absence**

START DATE	/	/	RETURN TO WORK DATE	/	/
WORKING DAYS ABSENT	_____		NUMBER OF HOURS	_____	
			(For part-day absences)	MINUTES – 15 30 45	
				(Circle the nearest quarter hour)	
Please specify any RDO or Flex-day to be taken in conjunction with recreation leave.					
RDO Date(s)			Flex-Day(s)		

**Absence Type**

<input type="checkbox"/> RECREATION (see over for academic leave)	<input type="checkbox"/> LONG SERVICE – FULL PAY	<input type="checkbox"/> LONG SERVICE – HALF PAY
<input type="checkbox"/> SICK LEAVE    Nature of Illness: _____	Medical Certificate (See Note overleaf) <input type="checkbox"/> Attached <input type="checkbox"/> Not Attached	
<input type="checkbox"/> PARENTAL LEAVE – FULL PAY	<input type="checkbox"/> PARENTAL LEAVE – HALF PAY	
<input type="checkbox"/> WORKERS COMPENSATION <i>(Workcover Medical Certificate is essential for all absences. Supervisors should ensure a current Workers Compensation claim exists for the absence claimed.)</i>	To be completed by Workers Compensation Unit <input type="checkbox"/> Received in Workers Compensation Unit	
Signature: _____		Date:    /    /
<input type="checkbox"/> OTHER *TYPE (see over for type list)	*For <b>Special Leave, Bereavement Leave</b> and <b>LWOP</b> please attach a statement specifying why the leave is requested. * For <b>Carer's Leave</b> , please indicate the immediate family member cared for. * For <b>LWOP</b> , do you have a salary deduction for a travelpass <input type="checkbox"/> Yes <input type="checkbox"/> No (See note overleaf)	

**Signatures**

Employee's Signature: _____	Date:    /    /
Head of School/Department or Nominee's signature _____	Date:    /    /
Print Name: _____	Email: _____
Divisional Manager/Dean's signature: <i>(For LWOP up to 12 months)</i>	Date:    /    /

**Office Use Only****Entered By:** \_\_\_\_\_**Date:**    /    /

**Note** – Academic recreation leave – only submit a leave form if you are taking additional recreation leave exceeding 20 days in any one year.

**Note** – Requests for Pay in Advance for recreation leave should be forwarded to the Leave Clerk. (Pay in Advance is only available for absences greater than 10 working days. The leave form must be received by the Leave Clerk fifteen working days in advance of taking leave.)

**Note** – Sick Leave – A medical certificate must be provided for each absence in excess of 3 working days or any absence which includes a working day immediately preceding or following a RDO or public holiday; unless otherwise waived by the supervisor of the work area.

***OTHER LEAVE - please see enterprise agreement or [www.hr.unsw.edu.au](http://www.hr.unsw.edu.au)***

Special Leave

Parental Leave

Bereavement Leave

Carers Leave

Applications for ***special leave*** and ***bereavement leave*** require a statement specifying the reason why the leave is requested.

Special conditions apply to parental leave. Please contact the Human Resources Department for information.

***Carer's Leave***

Carer's leave is the use of part of an employee's entitlement to sick leave for the purpose of caring for an immediate family member. Carers leave is available for up to 6 days in the first year of employment, 8 days in the second year and 12 days thereafter.

All absences for leave, apart from 3 single days absences per year, must be supported by a medical certificate stating the illness of the person concerned and that the illness requires care by the staff member.

***Leave Without Pay***

Leave without pay of up to 12 months (within guidelines) must be approved by the Divisional Manager. Leave without pay of more than 12 months and up to 24 months must be approved by the Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellors.

Note: Leave without pay must include a comprehensive statement of the purpose of the absence and the grounds on which it is considered to be justified.

***Travelpass***

Staff who want to keep their ticket during leave without pay or sick leave without pay, will need to pay in advance at the Parking Office for the period. Staff who don't want to keep their ticket during the period can seek a refund by speaking with the Parking Office.