



HR105

Application for Additional Leave and Equalisation of Salary

(HR.V1.0 - 7.05.18)

Employee name:			
Employee zID:			
12 month period from		to	
Total weeks additional leave requested:		Weeks (full weeks only)	
<u>Dates that Additional Leave will be taken</u>			
<i>(Leave application not required – enter the dates covering the total additional weeks)</i>			
1		to	working days
2		to	working days
3		to	working days
4		to	working days
I have read the Additional Leave and Equalisation of Salary Scheme policy document and am aware of the impact this application will have on my salary, superannuation, leave entitlements and other benefits.			
I wish to: <input type="checkbox"/> retain my current superannuation deduction amount			
<input type="checkbox"/> reduce my superannuation in line with my new salary			
Employee Signature:			Date:
Approval			
Supervisor/Head of School			
Name:			
Signature:		Date:	
Dean / Rector / Divisional Head			
Name:			
Signature:		Date:	

HRD use only: