

## **INSTRUCTIONS FOR STAFF MEMBERS APPLYING FOR LEAVE**

### **Application for Leave**

To ensure payment for Annual Leave and Long Service Leave is made prior to commencing leave, applications should reach Payroll Department at least **4 weeks** prior to commencement of Annual Leave and **2 months** prior to commencement of Long Service Leave. Departments also require at least this amount of notice to make necessary staffing re-arrangements.

Staff member and Department Head should sign applications before being passed onto your **Divisional Head** for approval. Please ensure the number of working hours days/sessions requested corresponds with dates stated.

Where a staff member works part-time please indicate this in the appropriate place on the form, together with the hours worked per week and on the projected roster – hours per shift **Sessional staff to show number of sessions applied for instead of working days.**

Once form has been completed Managers/Divisional Heads should photo copy for employee showing approval has been given then **send original** to Pay Office

If leave applied for is:

- **amended**, submit an amended leave form marked “Amended Request previously approved from ..... [state period]”
- **immediately following another period of leave**, please write on form “Follows on from leave starting on .....
- **Immediately preceding another period of leave**, please write on form “Precedes leave starting .....
- **cancelled** – please notify Payroll Department as soon as possible

**Normally leave without pay cannot be granted where annual leave credit exists.**

### **Family/Carers Leave**

Please state all relevant details, such as relationship to person being cared for. Attach any relevant medical certificates or statutory declaration.

### **Conference Leave**

A staff member applying for conference leave needs to complete the whole application form, including conference details section. A copy of conference details should be attached to the application for leave. The department Head should sign approval of leave and initial various components of conference leave approved. (eg, registration Fee, Accommodation) Divisional Head should sign final approval.

### **PAYMENT FOR ADVANCE ANNUAL & LONG SERVICE LEAVE**

A staff member proceeding on 5 days or more will be paid for such leave in the pay period prior to commencing leave only when Payment in Advance box has been marked ( Y ) on the application form.

Late applications (see instructions above for times) will be paid in the next period. No cheques or Offline payments will be made for late applications.

Payment for work done in week or fortnight preceding the commencement of leave will be paid in the next normal payday.