



# APPLICATION FOR LEAVE OF ABSENCE (HR/LOA) effective 09/18

For office use only:		
Actioned	Initials	Date
P&C Client Services		
Payroll Services		

- 1 This form is to be used to request the following forms of leave: Leave Without Pay, Long Service Leave on Half-Pay, Defence Force Leave, Emergency Services Leave, Jury Service, Witness Leave, Worker's Compensation Leave and Trade Union Training Leave.
- 2 The completed form should be submitted to People & Culture via the [Non-Standard Leave query](#) service request in Service One.
- 3 Refer to Page 2 (overleaf) for further information, for booking of all other types of leave, and for notes where indicated, e.g. <sup>(1)</sup>.
- 4 Digital signatures can be used on this form. To add digital signatures, please complete the form using Adobe Acrobat.

## SECTION 1 - PERSONAL DETAILS (to be completed by applicant)

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_ Payroll No: \_\_\_\_\_

Name of College/Portfolio: \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

If you are part-time, please indicate total hours worked each day in decimals<sup>(1)</sup>: (1 day = 7.35, 1/2 day = 3.68 etc)

S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F (Pay Day)

## SECTION 2 – LEAVE DETAILS (to be completed by applicant)

TYPE OF LEAVE REQUESTED	Start Date	End Date	Number of hours if less than full day
Defence Force Leave <sup>(2)</sup>	_____	_____	
Emergency Services Leave <sup>(3)</sup>	_____	_____	_____ hours <sup>(1)</sup>
Jury Service <sup>(4)</sup>	_____	_____	
Witness Leave <sup>(5)</sup>	_____	_____	_____ hours <sup>(1)</sup>
Trade Union Training Leave <sup>(6)</sup>	_____	_____	_____ hours <sup>(1)</sup>
Worker's Compensation <sup>(7)</sup>	_____	_____	_____ hours <sup>(1)</sup>
Other Leave	_____	_____	_____ hours <sup>(1)</sup>
Purpose: _____			

## SECTION 3 – SIGNATURE OF STAFF MEMBER

- I have attached supporting documentation appropriate to the leave requested (see overleaf) Yes  No
- I have booked any other leave adjoining this period of absence (e.g. Annual Recreation Leave) on the ESS Yes  No
- I understand that I am responsible for all salary deductions (e.g. Health Insurance / Salary Sacrifice arrangements) during unpaid leave.

Any additional comments: \_\_\_\_\_

Staff member's Digital Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 4 – APPROVAL (to be completed by staff member's supervisor)

- If Leave Without Pay is requested on academic/professional grounds, do you support this? Yes  No
- If replacement arrangements require a Higher Duties Allowance, please initiate an [Employment Variation](#) (FlindersPro).
- If temporary delegation of the staff member's supervisory role is required, i.e. for purposes of Employee Self Service approvals, please nominate an alternative supervisor via an [Employment Variation](#) (FlindersPro).

Comments: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Digital Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***For leave without pay in excess of 20 working days:***

Director, P&C Name: \_\_\_\_\_ Digital Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION FOR LEAVE OF ABSENCE

## Notes and Instructions

- Annual Recreation Leave, Personal/Carer's and Compassionate Leave, Long Service Leave (*except on half-pay*), Special Paid Leave, and Antenatal Leave must be booked via Workday.
- Parental Leave (Maternity, Adoption (including Adoption Pre-Placement)) should be submitted on the **Application for Parental Leave Form (HR/PL)**.
- Security staff on the 12-hour roster should use the leave form **HR/LOA/S** for **all** leave bookings.

Most leave policies can be accessed at the Flinders Policy Library: [www.flinders.edu.au/policies](http://www.flinders.edu.au/policies), or individually as below.

### 1 Hours

Where leave is recorded in hours, it should be expressed in decimals, using the following conversion:

1 day	=	7 hours and 21 minutes, and 7.35 in decimal
1/2 day	=	3 hours and 40 minutes, and 3.68 in decimal

[A table for conversion of minutes to decimals.](#)

### 2 Defence Force Leave

Refer [to the defence policy](#) – you must provide evidence of the necessity to attend, and when the leave is completed you must provide a certificate of attendance.

### 3 Emergency Services Leave

Refer current [Enterprise Agreement](#) – you must provide full details of the absence.

### 4 Jury Service

Refer current [Enterprise Agreement](#) – you must provide a copy of the Summons to Juror, and any other documentation to verify your attendance and any payments made to you.

### 5 Witness Leave

Refer current [Enterprise Agreement](#) – applies to attendance at University matters only.

### 6 Trade Union Training Leave

Refer current [Enterprise Agreement](#) – you must provide details of the course/seminar to be attended.

### 7 Worker's Compensation Absence

With the exception of this form, all documentation relating to your claim should be sent to the /Return to Work Coordinator, Work Health and Safety. Once a claim is accepted, periods of Worker's Compensation Absence should be requested on this form, enclosed in a sealed confidential envelope marked 'Worker's Compensation', and sent to Payroll Services. Refer to [workers compensation](#).