THE UNIVERSITY OF NEWCASTLE AUSTRALIA

ANNUAL LEAVE APPLICATION

IF YOU HAVE ACCESS TO HRonline PLEASE USE IT TO APPLY FOR LEAVE. Otherwise use this form which can be completed on-line before printing, but cannot be sent electronically as you need to sign it. If you fill in the form by hand PRINT CLEARLY IN BLOCK LETTERS. Please forward to HUMAN RESOURCE SERVICES for processing.

1. STAFF MEMBER TO COMPLETE

Staff Number

Name

Organisational Unit

Work Phone

Type of Leave ANNUAL

Please note if incorporating Flex, Toil or Rostered Days Off

If taking more than one period of Annual Leave, please complete the dates for each period.

First Date JAN Last Date JAN

First Date JAN Last Date JAN

First Date JAN Last Date JAN

Total Number of Working **Days** **Hours** **Minutes**

Payment in Advance ☐ Yes ☐ No For confirmation of salary in advance, please phone extension 15266.

Signature: ..... Date: .....

2. HEAD OF ORGANISATIONAL UNIT RECOMMENDATION

Name Contact Number

Signature: ..... Date: .....

3. HUMAN RESOURCE SERVICES

Has been noted.

Signature: ..... Date: .....

Note: You can check your leave balance and bookings via HROnline

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