

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

Please complete details below for all the periods and types of leave that will make up your absence from work.

First Date

Last Date

Total Number of Working Days

Hours

Minutes

Signature: .....

Date: .....

### 2. HEAD OF ORGANISATIONAL UNIT RECOMMENDATION

Name

Contact Number

**Leave is due and proof of attendance is attached.**

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

### 3. HUMAN RESOURCE SERVICES

Has been noted.

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

#### Notes

1. You can check your leave balance and bookings via HROnline at <https://hronline.newcastle.edu.au>
2. Where Defence Reserves' Leave is for additional training of five (5) consecutive days or more, a Reserves' Employer Support Payment may be claimed. For further information, see the guidelines at <http://www.newcastle.edu.au/policylibrary/000754.html>