

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 note if incorporating
Flex, Toil or Rostered Days Off

First Date

Last Date

Total Number of Working **Days**

Hours

Minutes

Signature:

Date:

2. DEPUTY HEAD OF FACULTY/HEAD OF SCHOOL/DIRECTOR RECOMMENDATION

Name

Contact Number

Leave is due, staff member has exhausted Annual Leave. PLEASE TICK BOX.

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>