

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

Reason for Leave

First Date

Last Date

Total Number of Working **Days**

Hours

Minutes

Signature:

Date:

2. HEAD OF ORGANISATIONAL UNIT RECOMMENDATION

Name

Contact Number

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. In order to fulfil unique Indigenous cultural responsibilities, Aboriginal or Torres Strait Islander staff will have access to a pool of five (5) days Indigenous Australian Leave (in addition to the Personal Leave provisions), for the following purposes: (i) bereavement leave on account of the death of a relative; (ii) to participate in National Aboriginal and Islander Day celebrations; and (iii) to fulfil ceremonial obligations, attend community organisation business or other relevant cultural events.