

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

**NOTE:** Any period of half pay or leave without pay (LWOP) affects your superannuation contributions and benefits. All superannuation contributors are advised to contact the Superannuation Unit on extensions 15269 or 15259 when applying for half pay or LWOP.

First Date

Last Date

Total Number of **Calendar Days**

**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. Unlike Annual Leave, Long Service Leave is accrued in calendar days not working days, therefore a 7 hour working day is equal to 1.4 calendar days. This means a full-time staff member taking one day's Long Service Leave will lose 1.4 days from their Long Service Leave accrual.