LEAVE WITHOUT PAY 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

Reason for Leave

Please note if incorporating Flex, Toil or Rostered Days Off

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 [ ] [JAN] [ ]

Last Date [ ] [JAN] [ ]

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

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

2. DEPUTY HEAD OF FACULTY/HEAD OF SCHOOL/DIRECTOR RECOMMENDATION (Delegation HR 43 - more than three months and up to a year; Delegation HR 44 - in excess of one year and up to two years)

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
2. HR Delegations can be found at http://www.newcastle.edu.au/service/delegations/files/hr-delegations.xls
3. The Leave Without Pay Guidelines can be found at http://www.newcastle.edu.au/policylibrary/000606.html

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