

**The University of Newcastle**  
**Personal Leave Application**

The form can be completed on-line before printing. However, the form cannot be dispatched electronically as you will have to sign it. If you fill in the form by hand please PRINT CLEARLY IN BLOCK LETTERS. On completion, please forward to HUMAN RESOURCE SERVICES for processing.

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**1. STAFF MEMBER TO COMPLETE**

Name  
Staff Number  
Organisational Unit  
Work Phone  
Type of Leave

**NOTE 1:** If applying for a period of Caring for a Family/Household Member, Compassionate or Bereavement Leave you must complete the Relationship box below.  
**NOTE 2:** Attending Significant Cultural Events Leave must be of relevance to the applicant.

Reason for Leave (Must be completed)  
Relationship (Must be completed for Carer's, Compassionate or Bereavement Leave)  
Please note if incorporating Flex, Toil or Rostered Days Off

**Number of:    Days                  Hours                  Minutes**

**NOTE:** Applications for Personal Leave for more than three (3) days **MUST** be accompanied by a medical certificate or Statutory Declaration, etc stating the nature of the circumstances.

First Date                                  Last Date

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

**2. MANAGER RECOMMENDATION**

Name    Phone No.    Leave is due and evidence (if applicable) is attached. *PLEASE TICK BOX.*  
*Applications for Personal Leave for more than three (3) days MUST be accompanied by a medical certificate or Statutory Declaration, etc stating the nature of the circumstances.*

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

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### 3. HUMAN RESOURCE SERVICES

Has been noted.

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

#### Notes

1. Staff can check their leave balances and bookings via HR Online at: <https://hronline.newcastle.edu.au>
2. A Statutory Declaration Proforma can be found at [http://www.newcastle.edu.au/service/hrs/forms/stat\\_declaration.pdf](http://www.newcastle.edu.au/service/hrs/forms/stat_declaration.pdf)

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