

UNPAID LEAVE APPLICATION



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

This form can be completed electronically before emailing.

Important Information:

- To be eligible for unpaid leave you must first exhaust your annual leave and long service leave
- If you have miscellaneous deductions from your fortnightly salary it may be necessary for you to make other arrangements for these payment during your absence
- Periods of unpaid greater than 5 working days in a 12 month period will not count as service and you will not accrue annual leave, personal leave or long service leave (for long service leave less than 10 years service only)
- Periods of unpaid leave greater than 5 working days in a 12 month period will delay your incremental progression where applicable
- Super guarantee and defined benefit superannuation payments may be impacted by unpaid leave.
- Leave without pay less than 2 weeks requires supervisor approval
- Leave without pay greater than 2 weeks requires supervisor approval and approval as per the [Delegations Register](#) (B37).

1. STAFF MEMBER TO COMPLETE

Staff Number **Name** **Contact Number** **School/Organisational Unit**

Reason for leave

Please complete details below for the periods of leave

First Date **Last Date**

Total Number of working days and hours

Signature **Date**

2. SUPERVISOR APPROVAL

Name

Signature **Date**

3. DELEGATES APPROVAL AS PER DELEGATIONS REGISTER

Name

Signature **Date**

4. HUMAN RESOURCE SERVICES

- LWOP booking entered into Ascender
- If LWOP dates are retrospective, advise the Remuneration and Benefits Team

NOTE: Check your leave balances via HROnline at <https://hronline.newcastle.edu.au>

Information collected on this form will be recorded in the University's Human Resource database (Ascender) and on your electronic personnel file. The information will only be used for legitimate University purposes and we request this information in order to process your leave. For further details on this form or to request an update to or correction of your information, please contact Human Resource Services on 02 4033 9999. The University undertakes to manage your personal information in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's [Privacy Management Plan](#).

Email completed
form for approval

Return completed form to your
HR Client Services Advisor