

LEAVE PLAN (PROFESSIONAL)



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

For the current year

Staff Number Name Position Title Organisational Unit

Annual Leave balance (hours) Long Service Leave Balance (if eligible) in calendar days

PLANNED LEAVE

Leave Type From To Subtotal

Total

Approved TOIL Balance (hours) To be taken by

Flex-time Balance (hours) To be taken by

Submit the completed form to your Supervisor for consideration and discussion. This form is to be retained by your Supervisor

Information collected on this form will be recorded in the University's Human Resource database (Alesco) 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
leave@newcastle.edu.au