



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

LEAVE WITHOUT PAY APPLICATION

This form can be completed electronically before emailing.

To be eligible for leave without pay, you must first exhaust your annual leave and long service leave.

1. STAFF MEMBER TO COMPLETE

Staff Number Name Contact Number Organisational Unit

Reason for Leave

Are you a Fitness Passport member? Yes No

Please complete details below for the periods of leave

First Date Last Date

Total Number of working days and hours

Days Hours Minutes

To support ongoing improvements in UON systems and processes, Human Resource Services can now accept and store forms electronically. An approved form can be submitted as:

- an attachment to an email that contains the approval as text in the body of the email, **OR**
- a signed and scanned copy.

Signature

Date

2. SUPERVISOR APPROVAL

Name

Contact Number

Signature

Date

3. HUMAN RESOURCE SERVICES

- LWOP booking entered into Alesco
- LWOP form filed in pay checking
- If LWOP > 5 days, letter sent

- If retrospective, RBT advised immediately
- If fitness passport member, Leave Specialist notify fitness passport administrator

Signature

Date

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 (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 your
HR Client Services Advisor

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