

LONG SERVICE LEAVE APPLICATION



If you have access to HROnline and are applying for Long Service Leave at ordinary pay, please submit your application online. Requests for Long Service Leave at half pay must be submitted using this form, which can be completed electronically and returned via email.

STAFF MEMBER TO COMPLETE

Name

Staff Number

Organisation Unit

Please complete details below for the periods of leave that will make up your absence from work

Date from

Date to

I request to take my Long Service Leave at

Select

Additional comments



Please forward your Long Service Leave request to [HR Client Services](#) for review. Your leave request is not confirmed until you receive confirmation from HR Client Services.