



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

# LONG SERVICE LEAVE APPLICATION

If you have access to HRonline please log on to apply for leave, otherwise use this form which can be completed electronically before emailing.

## 1. STAFF MEMBER TO COMPLETE

Staff Number      Name      Contact Number      Organisational Unit

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

First Date      Last Date

Please indicate how you wish to take your Long Service Leave

☐ Ordinary Pay      ☐ Half Pay

Additional comments

Signature

Date

## 2. SUPERVISOR APPROVAL

Name

Contact Number

Signature

Date

## 3. HUMAN RESOURCE SERVICES

Leave has been entered.

Signature

Date

Notes

1. Use HRonline to check your leave balances
2. Unlike Annual Leave, Long Service Leave is accrued in calendar days not working days, therefore a 7 hour working day is equal to 1.4 calendar days. This means a full-time staff member taking one day's Long Service Leave will lose 1.4 days from their Long Service Leave accrual.
3. Any period of half pay affects your superannuation contributions and benefits. Full superannuation contributors are advised to contact the Superannuation Unit on extension 39999 when applying for half pay.

*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