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 Information

Name

Staff Number

Organisation Unit

Please discuss this request with your Supervisor and 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:

Signature

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.