

# EMERGENCY SERVICES LEAVE APPLICATION



This form 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

First Date      Last Date

First Date      Last Date

Total Number of days or hours  
Days      Hours      Minutes

Reason for Leave

### Training notification evidence or advice attached

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

Leave has been noted

Signature      Date

*Staff members will be entitled to leave to engage in voluntary emergency management activities in accordance with the Community Service Leave provisions of the Fair Work Act 2009.*

*The University will grant up to the first two (2) days of such leave on any occasion as paid leave where the staff member is a member of a recognised emergency management body. The University will extend by a total of two (2) days the initial period of paid leave in the event that the emergency is declared a natural disaster by the relevant State Government Authority.*

*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