PERSONAL LEAVE APPLICATION

If you do not have access to HRonline, please complete this form to apply for personal leave. This form is also to be completed to make an application for volunteering activities.

1. STAFF MEMBER TO COMPLETE

Staff Number **Name** **Contact Number** **Organisational Unit**

Type of Leave

Please select

Reason for Leave (must be completed)

Volunteer activities (Please state the organisation or charitable group name and type of activity you will be engaging in. Please attach any available evidence from the organisation that you will be engaging as a volunteer.)

Relationship (must be completed for Carer's, Compassionate or Bereavement leave)

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

First date of leave **Last date of leave**

Total number of working days and hours

NOTE: Applications for personal leave for more than three (3) days must be accompanied by a medical certificate or Statutory Declaration.

Days **Hours** **Minutes**

Signature **Date**

2. SUPERVISOR APPROVAL

Name **Contact Number**

Signature **Date**

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.

Click here to Email **Email completed form for approval and then forward to your HR Client Services Advisor.**