

INDIGENOUS AUSTRALIAN LEAVE APPLICATION



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

This form can be completed electronically before emailing.

The University supports our Aboriginal or Torres Strait Islander staff to fulfil their unique Indigenous cultural and community responsibilities through access to leave:

- (i) Personal Leave may be used for the purposes of attending significant cultural events of relevance to the staff member and for occasions of bereavement;
- (ii) a pool of 5 days each year of paid Indigenous Australian Leave is available for the purposes of participation in National Aboriginal and Islander Day celebrations and participation in and fulfilment of ceremonial obligations, attendance at community organisation business or other relevant cultural events; and
- (iii) a further 5 days of unpaid Indigenous Australian Leave is also available each year for the purposes at item (ii);

Please provide appropriate evidence of the reason for which the leave is required to support your application.

1. STAFF MEMBER TO COMPLETE

Staff Number Name Contact Number Organisational Unit

Type of Leave

Reason for Leave

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

First Date Last Date

Total Number of days or hours

Days Hours Minutes

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. HEAD OF ORGANISATIONAL UNIT RECOMMENDATION

Name Contact Number

Signature Date

3. HUMAN RESOURCE SERVICES

Signature Date

Note: where a staff member has used all of their current Personal Leave in any year, they may apply for up to 2 days Compassionate leave per occasion where a member of the staff member's family (as defined in the Personal Leave clause) or household dies or has a personal illness or injury that poses a serious threat to life.

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
leave@newcastle.edu.au