



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

ANNUAL LEAVE APPLICATION (PROFESSIONAL)

If you have access to HRonline please use it 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**

Reason for leave

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

If taking more than one period of Annual Leave, please complete the dates for each period.

First Date **Last Date**

First Date **Last Date**

First Date **Last Date**

Total number of working days **Payment in Advance**

Days Hours Minutes

Yes No

For confirmation of salary in advance, phone extension (02)4033 9999.

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 entered.

Signature **Date**

Notes for staff member

1. Use HROnline to check your leave balance and bookings

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