

JURY SERVICE LEAVE



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**

Total Number of Days and Hours

Days **Hours** **Minutes**

Jury notification 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 SERVICE

Leave has been entered.

Signature

Date

Notes

1. A staff member required to attend for jury service during ordinary working hours will notify the University as soon as possible of the date upon which they are required to attend for jury service. The staff member will give the University proof of attendance, the duration of such attendance and the amount received in respect of jury service (other than the amount received in respect of travelling).
2. A staff member will continue to be paid their normal salary on condition they reimburse the University the amount received as specified in Note 2. This amount (other than the amount received in respect of travelling) must be paid to the University Cashiers' Office and the receipt attached to this application.

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