

# PURCHASED LEAVE



This form is to be used to make application for purchased leave and to request a calculation of the impact on salary payments. This form can be completed electronically before emailing. Annual leave dates are to be taken in conjunction with purchased leave. Annual leave plan for the year must be provided with this application. All annual and long service leave must be accessed prior to purchased leave being approved.

## 1. STAFF MEMBER TO COMPLETE

**Staff Number      Name      Contact Number      Organisational Unit**

**Proposed dates of Purchased Leave to be taken during the year** (Maximum of 8 weeks. Minimum 2 weeks.)

**First Date      Last Date**

**First Date      Last Date**

**First Date      Last Date**

**I have read and acknowledge the conditions set out in the Purchased Leave information for Staff and Supervisors.**

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

**Annualised salary calculated and documentation provided.**

**Signature      Date**

*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 Service Advisor