



THE UNIVERSITY OF  
**NEWCASTLE**  
AUSTRALIA

# ACCRUED ANNUAL LEAVE UNUSED CREDIT REQUEST (ACADEMIC STAFF)

An Academic staff member who cannot use their accrued annual leave entitlement for the preceding 12 months, may apply in writing no later than 31 January in the following year for a credit for the unused portion of the annual leave.

## 1. STAFF MEMBER TO COMPLETE

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

During the preceding 12 months, I have taken...

First Date	Last Date	First Date	Last Date

**Total Number of working days and hours**  
Days    Hours    Minutes

**Reason full annual leave entitlement was not used**

I request \_\_\_\_\_ days unused accrued annual leave for \_\_\_\_\_(year) be credited to HR annual leave records.

On approval of my request:

- I undertake to use the unused annual leave balance and my annual leave entitlement for this year (as per the attached leave plan); and
- I acknowledge that the entitlement will expire and deemed to be taken by 28th February, in the following year.
- I commit to take this approved leave within the period preceding 28th February.

[Leave Plan](#) attached hereto

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**

## HEAD OF SCHOOL APPROVAL

**Signature**      **Date**

## PRO VICE-CHANCELLOR APPROVAL

**Signature**      **Date**

PVC – Please forward the original to HR Services, and a copy to the HoS to enable notification of the outcome to the applicant.

*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