

Employee ID Number

School/Area

Full Name

Academic Staff

General Staff

All staff must complete this section.

Part Time staff are required to provide the number of hours worked each day per fortnight below:

Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Full Time

Part Time

Position Fraction

Number of Hours Leave

Pay in Advance required?

Y/N

Medical Certificate attached?

Y/N

Are you Salary Packaged?

Y/N

**Note: For Pay in Advance this form must reach Human Resources 14 days prior to leave
See General Staff Agreement (Clause 23)**

Contact Salary Packaging if booking LWOP or LSL

Web Address: www.curtin.edu.au/curtin/dept/hr

FIRST DAY OF LEAVE

LAST DAY OF LEAVE

No. Work Days	Code (as below)	Description of Leave	FIRST DAY OF LEAVE			LAST DAY OF LEAVE		
			DD	MM	YY	DD	MM	YY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AL Annual Leave

SSL Sick Leave

SSL Special Leave

(Care of sick dependant, bereavement)

PL Parental Leave

PLU Unpaid Parental Leave

LSL Long Service Leave

LSLD Long Service Leave Double Pay

LSLH Long Service Leave Half Pay

LWOP Leave without Pay

ASL Academic Study Leave

TRAV Travel Leave

JURY Jury Duty/Court Attend

MIL Military Leave

OTHER Absent with Pay

Signature

Date

To be completed by Head of Area or other approving authority.

Should current allowances be paid while on leave

Y/N

If currently in Acting Position: Is this leave to be paid at current HDA level?

Y/N

Name and Signature of Head of School/Area

Leave is approved Y/N

HR ACTION

PIA

DED

SUPER

S/PACK