



THE UNIVERSITY OF  
**NEWCASTLE**  
AUSTRALIA

# PERSONAL LEAVE APPLICATION

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**

### Type of Leave

NOTE: If applying for a period of Caring for a Family/Household Member, Compassionate or Bereavement Leave you must complete the Relationship box below.

NOTE: Attending Significant Cultural Events Leave must be of relevance to the applicant.

**Reason for Leave** (Must be completed)

**Relationship** (Must be completed for Carer's, Compassionate or Bereavement Leave)

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

**First Date**      **Last Date**

### Total number of working days and hours

NOTE: Applications for Personal Leave for more than three (3) days MUST be accompanied by a medical certificate or Statutory Declaration, stating the nature of the circumstances.

**Days**      **Hours**      **Minutes**

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**

☐ **Leave is due and evidence is attached**

**Signature**

**Date**

## 3. HUMAN RESOURCE SERVICES

Leave has been entered.

**Signature**

**Date**

### NOTES

1. Staff can check their leave balances and bookings via HR Online at: <https://hronline.newcastle.edu.au>

*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](mailto:leave@newcastle.edu.au)