

# LEAVE APPLICATION FORM



**THE UNIVERSITY  
OF QUEENSLAND**  
AUSTRALIA

This form is to be used by staff to apply for Leave in accordance with the *Leave Entitlements Policy* and relevant leave procedure.

*If you have more than one placement, please complete a separate form for each appointment.*

Full Name:	
Employee Number:	
Position Title:	
Organisational Unit:	

## DETAILS OF LEAVE

*Please enter days of leave. Use multiple columns for each leave occurrence/type. Enter less than whole days separately.*

	Full Days	Full Days	Part Days	Part Days
Leave Code <a href="#">[See Codes List]</a> :				
Date of First Day of Leave:				
Date of Last Day of Leave:				
Total Amount of Leave to be Debited (for part days only):			Hours	Mins

## ACADEMIC ABSENCES DURING SEMESTER

*Academic staff requesting absence during Semester (other than for Personal Leave purposes) should also provide the following information:*

Reason for absence:	
Arrangements made to cover Academic Responsibilities:	

*Please note: there may be a different Authorised Officer for Academic Absences during Semester in accordance with the HR Authorisation Schedule.*

## WORK PATTERN

*Please indicate your Work Scheme*

<input type="checkbox"/> Standard Hours/Flexitime/VBT
<input type="checkbox"/> 9 Day Fortnight
<input type="checkbox"/> Part-Time:

*Please complete the Work Pattern Table below*

*Please complete the Work Pattern Table below*

*For staff who indicated either the "9 Day Fortnight" box or the "Part-Time" box above, please indicate your hours in the table below:*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Week 1 [Off Pay Week]

Week 2 [Pay Week]

## SALARY PREPAYMENT

*To receive salary and loading in advance of the date leave will be taken, this form must be received by Human Resource staff at least four weeks prior to the first day of leave. If an advance is not required, the leave and any applicable leave loading will be paid in the period in which it falls.*

Is Prepayment required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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*(If this question is not answered on this form, prepayment will not be processed)*

## LEAVE CASH OUT

*Long service leave: A staff member may apply to cash out up to an equivalent period of long service leave to the period of leave approved to be taken.*

*Recreation leave: A staff member with excess recreation leave may apply to cash out up to 50% of the leave they have been directed to take. This is provided that after the cash out the staff member will have at least four weeks of recreation leave remaining.*

*The cash out amount will be paid as a lump sum at the commencement of Leave. (If this question is not answered on this form, leave will not be cashed out)*

Cash Out LSL?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many days are to be cashed out?	
Cash Out Recreation Leave?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many days are to be cashed out?	

## APPROVAL AUTHORITY

	Name	Signature	Date
Applicant:			
Supervisor/Manager of Section:			
Authorised Officer: <i>(as applicable to the specific leave type)</i>			

**HUMAN RESOURCES STAFF TO COMPLETE**

	<b>Signature</b>	<b>Date</b>
Leave Details Entered by:		
Leave Details Checked by:		