

## Medicine and Public Health Excess Long Service Leave Management Plan

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*Excess long service leave is the accrued balance of more than 65 days/477.75 hours.*

<b>Employee name</b>			
<b>Position</b>		<b>Staff ID</b>	
<b>Work Unit</b>		<b>FTE/Fraction</b>	
<b>Supervisor</b>			

<b>Long Service Leave Accrual</b>	<b>Days/hours</b>
Total balance as at	
Excess accumulated long service leave (over 65 days/447.75 hours)	

<b>Excess Leave Reduction</b>			
Period:	to	days/hours booked	days/hours left
Period:	to	days/hours booked	days/hours left
Period:	to	days/hours booked	days/hours left

<b>Employee</b>	_____	_____	<b>Date:</b>
	<b>Name</b>	<b>Signature</b>	
<b>Supervisor</b>	_____	_____	<b>Date:</b>
	<b>Name</b>	<b>Signature</b>	

*Planned excess leave to be requested and approved within two weeks of recorded reduction.*

[Request absence on Workday](#)

[Approve absence on Workday](#)