

**APPLICATION FOR LEAVE
OF ABSENCE
(P&C/LOA) effective 08/24**

For office use only:		
Actioned	Initials	Date
P&C Client Services		/ /
Payroll Services		/ /

- 1 This form is to be used to request the following forms of leave: Defence Force Leave, Emergency Services Leave, Jury Service, Witness Leave and Trade Union Training Leave.
- 2 The completed form should be submitted to People & Culture via the Non-Standard Leave query in Service One.
- 3 Refer to Page 2 (overleaf) for further information, for booking of all other types of leave, and for notes where indicated, e.g. ⁽¹⁾.
- 4 Digital signatures can be used on this form. To add digital signatures, please complete the form using Adobe Acrobat.

SECTION 1 – PERSONAL DETAILS (to be completed by applicant)

Family Name: _____ Given Name(s): _____ Payroll No: _____

Name of College/Portfolio: _____ Ext: _____ Email: _____

If you are part-time, please indicate total hours worked each day in decimals ⁽¹⁾: (1 day = 7.35, 1/2 day = 3.68 etc)

S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F (Pay Day)

SECTION 2 – LEAVE DETAILS (to be completed by applicant)

TYPE OF LEAVE REQUESTED	Start Date	End Date	Number of hours if less than full day
Defence Force Leave ⁽²⁾			
Emergency Services Leave ⁽³⁾			_____ hours ⁽¹⁾
Jury Service ⁽⁴⁾			
Witness Leave ⁽⁵⁾			_____ hours ⁽¹⁾
Trade Union Training Leave ⁽⁶⁾			_____ hours ⁽¹⁾
Other Leave Purpose: _____			_____ hours ⁽¹⁾

SECTION 3 – SIGNATURE OF STAFF MEMBER

- I have attached supporting documentation appropriate to the leave requested (see overleaf) Yes No
- I have booked any other leave adjoining this period of absence (e.g. Annual Recreation Leave) in Workday Yes No
- I understand that I am responsible for all salary deductions (e.g. Health Insurance / Salary Sacrifice arrangements) during unpaid leave

Any additional comments: _____

Staff member's signature: _____ Date: _____

SECTION 4 – APPROVAL (to be completed by staff member's supervisor)

- If replacement arrangements require a Higher Duties Allowance, please initiate an [Employment Variation](#) (Service One Request).

Comments: _____

Supervisor signature: _____ Name: _____ Date: _____

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Notes and Instructions

- *Annual Recreation Leave, Personal/Carer's and Compassionate Leave, Long Service Leave, Special Paid Leave, and Antenatal Leave must be booked via **Workday**.*
- *Parental Leave (Maternity, Adoption (including Adoption Pre-Placement)) should be submitted through **Service One**.*

Most leave policies can be accessed at the Flinders Policy Library: www.flinders.edu.au/policies, or individually as below.

1 Hours

Where leave is recorded in hours, it should be expressed in decimals, using the following conversion:

- 1 day = 7 hours and 21 minutes, and 7.35 in decimal
- 1/2 day = 3 hours and 40 minutes, and 3.68 in decimal

2 Defence Force Leave

You must provide evidence of the necessity to attend, and when the leave is completed you must provide a certificate of attendance.

3 Emergency Services Leave

Refer current [Enterprise Agreement](#) – you must provide full details of the absence.

4 Jury Service

Refer current [Enterprise Agreement](#) – you must provide a copy of the Summons to Juror, and any other documentation to verify your attendance and any payments made to you.

5 Witness Leave

Refer current [Enterprise Agreement](#) – applies to attendance at University matters only.

6 Trade Union Training Leave

Refer current [Enterprise Agreement](#) – you must provide details of the course/seminar to be attended.