

Organisational Development
LEAVE APPLICATION FORM



Employee Details					
Name				Employee Number	
Department				Phone Number	
Leave Types					
ANN	Annual leave	LSL	Long Service Leave	RDO	Rostered Day off
SIC	Sick Leave	SICU	Sick Leave Unpaid	FAM	Family/Carers Leave
PAR	Parental Leave B	PARU	Parental Leave Unpaid	EMER	Emergency Serv. Leave
CMP	Compassionate leave	TIL	Time in Lieu	LWP	Leave without pay**
**Leave without pay is an opportunity for staff to take an extended break from work to pursue full-time study, undertake travel/holidays or undertake carer responsibilities. Before taking LWP, you must exhaust all other leave accruals and entitlements (excluding sick leave). Please seek further advice from OD before submitting your application. All extended periods of LWP must include supporting documentation.					
Leave Details					
Is advance pay required? Leave form must be received by payroll two weeks prior to commencement of leave Yes No					
Long Service Leave - May be taken at half pay or double pay - please indicate below Half Pay Double Pay					
Leave type (see above)	First Day of Leave	Last Day of Leave	Days Taken	Hours Taken	
Example Hours worked per day:	7.6 / 8.00 / 8.4445 / Other		Total hours of leave to be taken:		
Authorisation					
Employee Signature				Date	
Manager name				Date	
Manager Signature					
Director Signature is required for LWP (if 3 months or more)				Date	
Important Information					
• Medical Certificate or Statutory Declaration - must be supplied if sick leave is taken before or after and RDO or Public Holiday, also if leave exceeds 3 days • Long Service Leave - must be taken in a minimum of 1 week • Family Leave - a medical certificate or statutory declaration is required for absences that exceed 3 continuous working days • Advance Pay - please contact payroll to discuss advance pay options and requirements Please forward completed form and enquiries to payroll.inbox@cgd.vic.gov.au					