**APPLICATION FOR UNPAID LEAVE**

**Please accept this form as notification of my intention to take unpaid leave.**

|  |  |
| --- | --- |
| **Name:** | Click or tap here to enter text. |
| **Job Title:** | Click or tap here to enter text. |
| **Department/Unit:** | Click or tap here to enter text. |
| **Name of Line Manager(s):** | Click or tap here to enter text. |

**SECTION A – FOR COMPLETION BY THE INDIVIDUAL REQUESTING UNPAID LEAVE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Complete as appropriate:** | | | | | | | | |
|  | ***If you intend to take one block of leave:*** | | | | **OR** | ***If you intend to take multiple individual days of unpaid leave, please list the dates below:*** | |  |
| **I wish to start my unpaid leave on:** | | | | Click or tap here to enter text. | |
|  | | Enter date. |  |
| **I wish to end my unpaid leave on:** | | | |
|  | | Enter date. |  |
|  | | | |
|  | | | | | | | | |
| **Reason for taking unpaid leave:** | | | | | | | | |
| Click here to enter text. | | | | | | | | |
| **IMPORTANT NOTE:** Superannuation payments are not automatically payable during periods of unpaid leave and if you are in a University Pension Scheme, you should contact the Pensions Office to discuss how your specific circumstances will impact your pension scheme entitlements. | | | | | | | | |
|  | | **Declaration:** I authorise the University to deduct my pay accordingly for the above period/s of absence. | | | | | | |
| **Signed:** | | | | | | | **Date:** Enter date. | |
| Attachment to an email will constitute signatory authorisation. | | | | | | | | |

***PLEASE SUBMIT THIS FORM TO YOUR LINE MANAGER.***

**SECTION B – FOR COMPLETION BY THE LINE MANAGER AND SCHOOL/SECTION MANAGER**

|  |  |
| --- | --- |
| **Application is:**  a**greed**  **rejected** | |
| **Comments/amendments:** | |
| Click here to enter text. | |
| **Signed by Line Manager:** | **Date:** Enter date. |
| Attachment to an email will constitute signatory authorisation. | |

|  |  |
| --- | --- |
| **Superannuation payments are not automatically payable during periods of unpaid leave. If the employee opts to maintain their own employee pension contributions does the School/Section agree to meet the employer contributions?** | |
| **Yes**  **No** | |
| **Signed by School/Section Manager:** | **Date:** Enter date. |
| Attachment to an email will constitute signatory authorisation. | |

***PLEASE SUBMIT THIS FORM TO THE FACULTY/PROFESSIONAL SERVICES HR TEAM.***