



Please indicate the relevant agency below:

- DOE DTWD DES SCSA CHA IPS

ID Number

Effective Date

/ /

APPLICATION FOR LEAVE – All Employees

Worksite Anzac Terrace Primary School

Department Code 5509

1. EMPLOYEE DETAILS

Surname

Other Names

Record #

Position #

2. DETAILS OF LEAVE

PLAN TYPE

Please appropriate box

Annual Leave (With Pay in Advance)

Deferred Salary Scheme

Parental Leave

Remote Teaching Service

Other Leave (Please specify below)

Leave Without Pay (Back to back bookings)

Unpaid Sick/Personal (Back to back bookings)

Long Service Leave

Pay in Advance

On half pay

On double pay

Either side of a vacation period

Pro-Rata (Refer to award/agreement)

Comment

3. DETAILS OF ABSENCE DURATION

Begin Date

/ /

End Date

/ /

4. PAY IN ADVANCE DETAILS

Pay in Advance?

Yes

No

(Annual Leave, Deferred Salary Scheme, Long Service Leave, Remote Teaching Service and North West Annual, **only**)

If yes, please one box to select the pay in advance option required

PRF (Paid in the pay prior to leave, return full pay)

ORF (Paid in the first pay of the leave, return full pay)

5. EMPLOYEE SIGNATURE

Signature

Work Telephone

Date

/ /

6. MANAGER USE ONLY

Evidence provided (comment)

Leave Approved?

Yes

No

If Leave not approved, give reason

If approved and acting higher level, select pay rate

Pay at substantive rate?

Yes

No

(Refer to relevant agreement on Acting Higher Levels)

Manager's Signature

Date

/ /

Manager's Name

Elizabeth Page

Manager's ID number

0264268