| GRIFF1_REG_bw_S | **LEAVE APPLICATION FORM** |
| --- | --- |
|  |
| **EMPLOYEE DETAILS** |
| Griffith ID:  | Surname:  | Given Names:  |
| Group:  | Element: |
| Please enter Pattern of Work – Fractional Appointments Only (Number of hours and minutes worked each day of the fortnight expressed in hrs/mins)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Non-Pay Week** | : | : | : | : | : | : | : |
| **Pay Week** | : | : | : | : | : | : | : |

 |
| **DETAILS OF LEAVE** |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Leave Code\*****(Refer Page 2)** | **First Working Day Date of Leave** | **Last Working Day Date of Leave** | **Total Days** | **Total Hours and Minutes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I confirm the above leave information is correct at time of submission and have attached relevant supporting documentation. |
| **Signature of Employee:** | **Date: / /** |
| RECOMMENDING AUTHORITY | **APPROVING AUTHORITY** |
| Name:  | Name: |
| Position:  | Position: |
| **Signature: Date: / /** | **Signature: Date: / /** |
| **HR USE ONLY** |
| Entered:  | Date: | HR Date Stamp: |
| Checked:  | Date:  |

**PLEASE EMAIL COMPLETED FORM TO:** **payroll@griffith.edu.au**

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| GRIFF1_REG_bw_S | **LEAVE CODES** |
| --- | --- |

|  |  |  |
| --- | --- | --- |
| **LEAVE CODE** | **LEAVE TYPE** | **DOCUMENTATION REQUIRED\*****(if applicable)** |
| LSL TKEHRS | LONG SERVICE LEAVE | Casuals only as Fixed term/continuing staff can apply online |
| PLV TKEHRSRefer to Enterprise Agreement and [Extended Leave Toolkit](https://www.griffith.edu.au/__data/assets/pdf_file/0029/1081289/Extended-Leave-Toolkit-2020.pdf)\* for more detailed information. | PARENTAL LEAVE (PLP\_PAID PARENTAL)PARENTAL LEAVE (PLU\_UNPAID PARENTAL)PARENTAL LEAVE (PRW\_PARENTAL PAID ON RETURN)PARENTAL LEAVE (PCL\_PAID\_PRIMARY CARER) | Medical certificate (PLP, PLU, PRW, PCL)Statutory declaration required (PCL).  |
| PAT TKEHRSRefer to Enterprise Agreement for more detailed information | PARENTAL LEAVE (PARTNER) | Medical certificate or Statutory declaration required.  |
| FAMSK TKEHRSRefer to Enterprise Agreement for more detailed information.Director HR / Delegate approval required. | FAMILY / SICK LEAVE | Medical certificate required. |

\*For staff members and supervisors applying for extended leave (greater than two months), please refer to our [Extended Leave Toolkit](https://www.griffith.edu.au/__data/assets/pdf_file/0029/1081289/Extended-Leave-Toolkit-2020.pdf) for guidance on leave preparation, keeping in touch and returning to work. This can be found at [griffith.edu.au/equity](https://www.griffith.edu.au/equity#WorkplaceFlexibility).