| 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**](mailto: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 TKEHRS  Refer 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 TKEHRS  Refer to Enterprise Agreement for more detailed information | PARENTAL LEAVE (PARTNER) | Medical certificate or Statutory declaration required. |
| FAMSK TKEHRS  Refer 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).