

## Employee Details

Employee Number	Name	Campus	Fraction
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faculty/Division/Office		School/Section/Centre	
<input type="text"/>		<input type="text"/>	

## Leave Details (Further information is available on our [website](#))

### Please note:

- Applications for purchased leave cannot be processed until all leave from any prior purchase leave arrangement has been taken. There will always be a gap between salary deduction periods if you are applying for a subsequent period of purchased leave. This is to enable the Division of Finance to conduct reconciliation at the end of each purchased leave arrangement (i.e. once salary deductions have finished and all purchased leave has been taken).
- Purchased leave accrues on a daily basis over a period of 12 months from the commencement of salary deductions.

I wish to apply to Purchase Leave for:

- 1 week (pre tax salary deduction of 2.01925% per fortnight over 12 months)
- 2 weeks (pre tax salary deduction of 4.0385% per fortnight over 12 months)
- 4 weeks (pre tax salary deduction of 8.0769% per fortnight over 12 months)

To commence in the first available full pay period after:

**(a minimum of four (4) weeks notice is required)**      dd      mm      yyyy

Leave balances at preferred commencement date *(obtain your projected leave balance from [Web Kiosk](#))*

Annual Leave (must be < 20 days)       Long Service Leave (must be < 65 working days)

Professional/General staff applying for purchased leave are expected to keep flexi-time credits below sixteen (16) hours in each accounting period. Further information is available on our [website](#).

## Acknowledgement and Authorisation

I have read and understood the Purchased Leave arrangements as detailed in the [Leave Manual](#)

Employee	_____	_____	_____
	Name	Signature	Date
Supervisor	_____	_____	_____
	Name	Signature	Date
Band 6 <a href="#">Who is this?</a>	_____	_____	_____
	Name	Signature	Date

## HR Use Only

Processed\*:      dd      mm      yyyy       Trimmed      Processed by

\* Date entered to commence (Friday after pay day)