

# Leave Application

## Defence Force Leave

**Employee Details**

Employee Number	Name	Campus	Fraction
	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Faculty/Division/Office		School/Section/Centre	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	

**Part Time Staff Must Complete**

Please specify roster for the fortnight commencing the Friday immediately after pay day.

	Fri	Sat	Sun	Mon	Tue	Wed	Thu		Fri	Sat	Sun	Mon	Tue	Wed	Thu
Hours	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

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

From	<input style="width: 90%;" type="text"/>	No. of hrs (if not full day)	<input style="width: 90%;" type="text"/>	Total hours/days	<input style="width: 90%;" type="text"/>
To	<input style="width: 90%;" type="text"/>	No. of hrs (if not full day)	<input style="width: 90%;" type="text"/>		

**Certificate of Attendance is required**

Leave of absence on full-pay for a period not exceeding ten (10) working days in any calendar year may be granted to an employee who is a volunteer part-time member of the Defence Force. Such leave may be granted for the purpose of deployment, attending a training camp, drill parade, school, class or course of instruction.

Where a period of leave is sought that exceeds ten (10) working days in any period of twelve (12) months, additional leave may be approved by the Vice-Chancellor (or nominee) for such period payable at the rate of the difference between the employee's ordinary salary and the defence force pay.

An application for defence force leave shall be accompanied by evidence of the requirement to attend. At the expiration of such leave, a certificate of attendance shall be furnished. Where leave of absence has been approved payable at the rate of the difference between employee's ordinary salary and defence force pay, the employee shall furnish a detailed certificate of the defence force pay received.

**Signature and Authorisation**

Employee	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
	Name	Signature	Date
Supervisor	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
	Name	Signature	Date

**HR Use Only**

<input type="checkbox"/> Documentation	<input type="checkbox"/> Processed	<input type="checkbox"/> Checked	<input type="checkbox"/> Trimmed	<input style="width: 90%;" type="text"/>
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