

### 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"/>	

### 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Jury Service  Called as a Witness by the Crown or as an employee of the University

From  dd  mm  yyyy Number of hours (if not full day)

To  dd  mm  yyyy Number of hours (if not full day)

**Certificate of Attendance is required** Total number of hours/days

An employee required to attend court for jury service, or called as a witness in their capacity as an employee of the University or by the Crown, is considered to be on duty.

Any monies paid by a third party to an employee whilst serving as a witness shall be paid by the employee to the University.

An employee called as a witness in a private capacity shall be granted leave without pay or alternatively, may elect to take annual leave or long service leave to credit and retain monies paid to them as a witness.

### Signature and Authorisation

Employee \_\_\_\_\_  
Name Signature Date

Supervisor \_\_\_\_\_  
Name Signature Date

### HR Use Only

Documentation  Processed Processed by