

# APPLICATION FOR LEAVE WITHOUT PAY

## Instructions for completing the Application for Leave Without Pay Form

- The Application for Leave form must be completed (including authorization) & submitted to HR Operations prior to the staff member proceeding on leave without pay.
- Staff applying for Leave Without Pay should read:
  - The Leave Without Pay Approval Procedures at <http://www.adm.monash.edu.au/workplace-policy/leave/special/> and
  - The Paid Outside Work Policy and the Conflict of Interest Policy.
  - Monash University Enterprise Agreement (Academic & General Staff) 2005 OR Monash University Enterprise Agreement (Trades and Services Staff – Trades & Services (Building & Metal Trades, Grounds & Gardening) 2005 & Catering and Retail, Cleaning and Caretaking and Miscellaneous Services Staff) 2005 at <http://www.monash.edu.au/entbarg/>; and
  - the Monash University Workplace Policies and Procedures (WPP) at <http://www.adm.monash.edu.au/workplace-policy/>.
- All sections of this form must be fully completed. Incomplete forms will cause a delay in processing.
- To **amend** or **cancel** an application, please provide a new form, authorised and clearly marked “**Amended Application**” or “**Cancelled**”, together with a photocopy of the original application.

## REMINDER ... ARE YOU A SAP USER?

If you are a SAP user and will be away for more than 10 working days, have you completed a “Request for Temporary Access Delegation Form” (IAS036), which is available from <http://www.adm.monash.edu.au/workplace-policy/forms/>, for your temporary replacement? **Please note: Allow 2 weeks minimum for this form to be processed**

SECTION 1 – STAFF MEMBER’S DETAILS (To be completed by Staff Member)										
Personnel Number								Academic Staff <input type="checkbox"/>	General Staff <input type="checkbox"/>	Trades & Services <input type="checkbox"/>
Faculty/Division										
Organisational Unit							Campus			
Title		Family Name					Given Name(s)			
Are you a member of the Voluntary Reduced Working Year Scheme?										
If <b>yes</b> – please tick the appropriate box:    50/52 <input type="checkbox"/> 48/52 <input type="checkbox"/> 46/52 <input type="checkbox"/> 44/52 <input type="checkbox"/>										
Do you want to maintain your superannuation contributions?    Yes <input type="checkbox"/> No <input type="checkbox"/>										
If yes, please contact the Superannuation Officer on ext. 56041 or email <a href="mailto:superannuation@adm.monash.edu.au">superannuation@adm.monash.edu.au</a>										
<b>Part-time staff only</b>										
Please circle days ordinarily worked during leave period. If not full days provide fraction of day or hours.										
Mon	Tue	Wed	Thu	Fri	Sat	Sun				
SECTION 2 – LEAVE WITHOUT PAY DETAILS										
Last Working Day	First day of leave	Last day of leave	First Working Day	Working days or hours						
SECTION 3 – PURPOSE FOR WHICH LEAVE WITHOUT PAY IS SOUGHT – please provide explanation of purpose										
Work Life Family Reasons <input type="checkbox"/>			Study <input type="checkbox"/>			Travel <input type="checkbox"/>				
Professional Development <input type="checkbox"/>			Other <input type="checkbox"/>			please specify _____				
Please attach reasons if insufficient space provided										
SECTION 4 – INTENTION TO UNDERTAKE PAID EMPLOYMENT DURING PERIOD OF LEAVE WITHOUT PAY										
1. Do you intend to undertake paid employment at any time during your period of leave without pay?										
Yes <input type="checkbox"/> Please complete this Section (ie questions 2 to 7) before proceeding to Section 5										
No <input type="checkbox"/> Please go straight to Section 5										
2. What is the nature of employment you intend to undertake?										
Full-time <input type="checkbox"/>			Part-time <input type="checkbox"/>			Casual/Sessional <input type="checkbox"/>				
Academic <input type="checkbox"/>			General <input type="checkbox"/>			Trades & Services <input type="checkbox"/>				
3. Estimated number of hours per week?										
0 - < 5 hours <input type="checkbox"/>			5 - < 10 hours <input type="checkbox"/>			10 - < 15 hours <input type="checkbox"/>				
15 - < 20 hours <input type="checkbox"/>			20 - < 25 hours <input type="checkbox"/>			25 - < 30 hours <input type="checkbox"/>				
30 - < 35 hours <input type="checkbox"/>			35 - < 40 hours <input type="checkbox"/>			40 & above hours <input type="checkbox"/>				

**SECTION 4 – INTENTION TO UNDERTAKE PAID EMPLOYMENT DURING PERIOD OF LEAVE WITHOUT PAY**

4. Estimated period of employment?  
 Weeks \_\_\_\_\_ Months \_\_\_\_\_ Years \_\_\_\_\_

5. Estimated dates of employment?  
 Start date \_\_\_ / \_\_\_ / \_\_\_ End date \_\_\_ / \_\_\_ / \_\_\_

6. What is the name of the employer?

7. What is the nature of the work you will undertake?

Please attach additional information if insufficient space

**SECTION 5 – DECLARATION BY STAFF MEMBER**

I understand that the approval of leave is subject to confirmation of entitlement & that I am responsible for all salary deductions (eg Health Insurance Cover, vehicle leasing, etc) during periods of unpaid leave.

Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Contact Details \_\_\_\_\_ (Email) Contact Number \_\_\_\_\_

**SECTION 6 – AUTHORISATION BY ORGANISATIONAL UNIT (To be completed by Organisational Unit)**

Signature 1 _____ Date ___ / ___ / ___	Signature 2 _____ Date ___ / ___ / ___
(Supervisor)	(Dean, Head of Unit or other delegated person where it is a requirement, the leave without pay approval procedures are located at <a href="http://www.adm.monash.edu.au/workplace-policy/leave/special/">http://www.adm.monash.edu.au/workplace-policy/leave/special/</a> )
<b>Please print name</b>	<b>Please print name</b>
Reason For Approval of Leave Without Pay – <i>please attach reasons if insufficient space provided</i>	

**SECTION 7 – AUTHORISATION BY DEAN/DIVISIONAL DIRECTOR**

Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Reason For Approval of Leave Without Pay - *please attach reasons if insufficient space provided*

<b>FOR HR OPERATIONS USE ONLY</b>			
Processed by	Date ___ / ___ / ___	Checked by	Pay Period

**For assistance, please contact HR Enquiries on ext 20400**

Please return completed form to HR Operations, Human Resources Division, Monash University VIC 3800

Human Resources Division privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>

Last updated: 10/09/09