

# APPLICATION FOR LEAVE WITHOUT PAY

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

- The Application for Leave form must be completed (including authorisation) & 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://adm.monash.edu/workplace-policy/workforce-management/leave/special.html> and
  - The Paid Outside Work Policy and the Conflict of Interest Policy.
  - Monash University Enterprise Agreement (Academic and Professional Staff) 2009 OR Monash University Enterprise Agreement (Trades and Services Staff – Building and Metal Trades Staff) 2009 & Trades and Services staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 at <http://adm.monash.edu/enterprise-agreements/>;
  - The Monash University Workplace Policies and Procedures (WPP) at <http://adm.monash.edu/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) [Word] [PDF]” 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								<input type="checkbox"/> Academic Staff	<input type="checkbox"/> Professional Staff	<input type="checkbox"/> Trades & Services
Faculty/Division										
Organisational Unit							Campus			
Title		Family Name					Given Name(s)			
Are you a member of the Voluntary Reduced Working Year Scheme? If yes – please tick the appropriate box: <input type="checkbox"/> 50/52 <input type="checkbox"/> 48/52 <input type="checkbox"/> 46/52 <input type="checkbox"/> 44/52										
Do you want to maintain your superannuation contributions? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please contact the Superannuation Officer on ext. 56041 or email <a href="mailto:superannuation@monash.edu">superannuation@monash.edu</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	
<input type="checkbox"/> Work Life Family Reasons	<input type="checkbox"/> Study <input type="checkbox"/> Travel
<input type="checkbox"/> Professional Development	<input type="checkbox"/> Other: 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? <input type="checkbox"/> Yes - Please complete this Section (ie questions 2 to 7) before proceeding to Section 5 <input type="checkbox"/> No - Please go straight to Section 5	
2. What is the nature of employment you intend to undertake? <input type="checkbox"/> 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	
3. Estimated number of hours per week? <input type="checkbox"/> 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	

**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 ___ / ___ / ___ <i>(Supervisor)</i>	Signature 2 _____ Date ___ / ___ / ___ <i>(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://adm.monash.edu/workplace-policy/workforce-management/leave/special.html">http://adm.monash.edu/workplace-policy/workforce-management/leave/special.html</a>)</i>
<b>Please print name</b>	<b>Please print name</b>

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

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

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

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

**FOR HR OPERATIONS USE ONLY**

Processed by _____	Date ___ / ___ / ___	Checked by _____	Pay Period _____
--------------------	----------------------	------------------	------------------

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

Please return completed form to your HR Hub, Monash HR, Monash University VIC 3800

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