

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 yes – 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 superannuation@adm.monash.edu.au										
Part-time staff only										
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 ___ / ___ / ___ <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 http://www.adm.monash.edu.au/workplace-policy/leave/special/)</i>
Please print name	Please print name
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*

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 HR Operations, Human Resources Division, Monash University, 710 Blackburn Road, Clayton, 3800

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