

# Application for leave

**Section 1** (Employee to complete and return to Supervisor/Administration Officer)

<b>Employee name:</b>	<b>First working <u>day</u> and <u>date</u> of leave:</b> (ie Mon 6 Dec 2010)
<b>Employee number:</b>	<b>Last working <u>day</u> and <u>date</u> of leave:</b>
<b>Supervisor name:</b>	<b>Re-commencement date:</b>

- Full time employee     
  Fixed term employee     
  Seasonal employee

\*\* Option 1 below is the default processing method for Leave Block Periods and is entered by the payroll team  
 \*\* Option 2 is available for Leave Periods less than 1 week, and is entered into Kronos by your supervisor

**Option 1 – Default method for all Leave Block Periods**

I acknowledge that leave balances will be reduced in the following order:

- |                 |  |
|-----------------|--|
| 1. Banked leave | 4. Long Service leave                          |
| 2. Travel leave | 5. LWOP  |
| 3. Annual leave | (Leave Accruals will cease where LWOP > 24hrs) |

OR

**Option 2 – For Non-Leave Block Periods and/or for special requests**

I request that my leave be deducted as per my request marked below

Leave type	Code	Days	Start date	Finish date
Banked hours	BNK HRS TAKEN			
Travel time	TVL TIME WAGES			
Annual leave	ANNUAL			
RDO's	RDO			
Public holidays	PUB			
Long service leave	LSL			
Leave without pay	LWOP			

**Employee's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you would like to receive email payslips, and **have not previously provided an email address**, please enter details below.

**Employee's Email Address** \_\_\_\_\_

**Section 2** (Supervisor or Department Head to complete)

- Approved     
  Not approved

**Supervisor/Dept Head signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 3** (Site Superintendent's Signature – Required only when there are special requests or LWOP > 1 day)

- Approved     
  Not approved

**Comments:**

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**Site Superintendent's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Leave management guidelines

1. During leave, payments will be made on a weekly basis as if you were working (EA clause 5.6.1).
2. Entitlement to Travel and Annual Leave are effective immediately. Leave balances are updated weekly.
3. Leave balances for the purpose of calculating leave deductions will be based on your leave balances approximately a week prior to starting leave.
4. Leave will be deducted from your leave balances as per the default order specified on page 1 of this form (option 1) unless otherwise specified and approved (option 2).

Where an employee has a requirement for leave to be taken in another order, such as when requesting Long Service Leave, this can be achieved by entering hours into the form.
5. All leave is entered via Kronos. For Leave less than 1 week, your supervisor can enter this into Kronos, for leave greater than 1 week, your supervisor needs to manage this with assistance from the RHRO.
6. At a Site Superintendent's discretion, taking into account special circumstances and subject to the systems allowing for variation, superintendent can request the payroll department apply special leave conditions for individual employees. Requests for Special conditions must be approved by your Site Superintendent.
7. LWOP greater than one day needs Site Superintendent's approval. Where LWOP is greater than 24hrs leave accruals will cease.

### What happens next?

1. Your leave application must be submitted to your Supervisor or Administration Officer.
  - a. For Christmas and Easter leave block, your leave request will then be considered by the site management team responsible for manning planning.

Once all applications are collated, this Team will approve your absence based on needs of the business and skills required.

If your leave is not approved by the Manning Team, you will be advised by your immediate supervisor.
  - b. For leave taken outside leave blocks, unless specific approvals are required, your immediate supervisor will approve or reject the leave request. For leave less than 1 week, your supervisor will enter the leave into Kronos and send the form to RHRO's. For leave greater than one week, your supervisor will seek assistance from the RHRO's.
2. Once your leave has been entered into Kronos, your supervisor will be able to see the entries in Kronos. Via Kronos, your Supervisor, RHRO or Site Administrator will be able to advise you of the leave to be deducted during the leave period.
3. If you do not have sufficient leave entitlements for the period requested, for the component of time where there is insufficient leave balances, leave will be marked as being LWOP. Your Site Superintendent will be advised.

### Additional Information

1. If you have not already provided your home or personal email address to have pay advices emailed, please complete details of your email address in Section 1 of the leave application form. This election will provide fast and confidential delivery of your pay advice. Payroll will confirm your email details prior to sending the first pay advice and ask for a reply from you to confirm the correct address.
2. **Please note, Pay Advices emailed during the Christmas leave block will not be printed and posted from site – however, you can still collect them on your return from leave as normal.**