



**HUMAN RESOURCES
UWA STAFF LEAVE PLAN**

Employee number

First names

Family name

School/Admin dept.

Ext. No.

Leave Balances as at (dd/mm/yy)

Leave Type	Total (hours/days)
Annual Recreation Leave balance*	
Accessible Pro-rata Long Service Leave balance (if eligible)	
Accessible Accrued Long Service Leave balance	
Purchased Leave balance*	
Deferred Salary Scheme balance	
TOIL*/Flexi balance	
Total Leave balance	

LEAVE PLAN

Leave Type	From (dd/mm/yy)	To (dd/mm/yy)	Subtotal (hours/days)
Total leave to be taken			
Total leave remaining at completion of agreed leave plan			

Submit the completed form to your Supervisor for approval and to Human Resources with your application.

Leave marked with an asterisk (*) is to be booked by the staff member through Employee Self Service. All other leave is to be submitted to Human Resources on a Staff Leave Application Form.

Employee signature (please print)

Date (dd/mm/yy)

Employee name (please print)

Signature of Employee Supervisor

Date (dd/mm/yy)

Ext.

Name of Employee Supervisor (please print)

Signature of Approved Delegate (Head of School, Director 5a)

Date (dd/mm/yy)

Ext.

Name of Approved Delegate (please print)