THE UNIVERSITY OF WESTERN AUSTRALIA

HUMAN RESOURCES

ESS LEAVE APPROVAL - TEMPORARY DELEGATION

This form is used for those official approvers who wish to assign leave and qualifications approval to a delegated officer, for the staff that currently report to them. Official approvers MUST ENSURE that the delegated approver is appropriate with regards to the HR Delegations.

SECTION 1 - CURRENT APPROVER

Employee number | Family name

First names | Ext.

Position title | Position number

BU Description

Current Approval Signature | Date *(dd/mm/yy)*

SECTION 2 - TEMPORARY DELEGATE APPROVER

Employee number | Family name

First names | Ext

Position title | Position number

BU Description

Start Date (of delegation) | End Date (of delegation)

SECTION 3 - HR SYSTEMS & EMPLOYEE BENEFITS

Date received | Approved ☐ | Rejected ☐

Action Reason

Response to Applicant Date | Processed Date

C Level Leave Matrix added ☐ | Web Groups added | TL ☐ | AP ☐