MURDOCH UNIVERSITY
PERTH, WESTERN AUSTRALIA

Application for Academic Staff Leave

PY32

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Whose form is this?

Employee's Name:

Staff Number: Job Number: Telephone:

Faculty/School/Office (FSO):

Please indicate if you are: ◯ Full Time —— *Complete next section (Type of leave being applied for)*

◯ Part Time

Please specify below, the total hours worked each day (for your normal pattern)

Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
													Pay day

Type of leave being applied for (please use inclusive dates)

Leave Type*	From (dd-mm-yyyy)	To (dd-mm-yyyy)	Duration of Leave (in HOURS)

* Leave without pay OR Leave on half pay - Human Resources recommends that you contact your superannuation fund prior to the commencement date of the leave period to discuss the possible implications.

Payment in Advance

A Pay in Advance is available for complete pay periods only, provided 3 weeks notice is given to HR.

Would you like to receive pay in advance? Yes ☐ No ☐

B If your pay in advance extends beyond 30 June, your tax may be affected. Your prepayment can be split between tax years (first prepayment in final pay in June, second pre-payment in first pay in July). Please note that once chosen this option CANNOT be cancelled.

Would you like your prepayment split between tax years? Yes ☐ No ☐

Signature of Applicant

Signature (of Applicant): _____ Date:

Name (please print)

Leave Approval (by Faculty Dean / Head / Nominee)

Signature of Approved Authority: _____ Date:

Name (please print)

Please send completed form to: ***Office of Human Resources, Level 3 Chancellery Building, South Street Campus, Murdoch University***