



Application for Indigenous cultural leave

Use this form to apply for leave to participate in Indigenous celebrations or cultural events.

1. EMPLOYEE DETAILS

Family name	<input type="text"/>
Preferred name	<input type="text"/>
Staff number	<input type="text"/>
Faculty / Office	<input type="text"/>
Business unit	<input type="text"/>

2. LEAVE APPLICATION

<input type="checkbox"/> National Day celebrations	<input type="text"/>
<input type="checkbox"/> Paid cultural leave	from <input type="text"/> to <input type="text"/>
<input type="checkbox"/> Unpaid cultural leave	from <input type="text"/> to <input type="text"/>

Provide any additional information below (optional):

3. APPROVAL

Employee	<input type="text"/>	<input type="text"/>
	Signature	Date
Supervisor	<input type="text"/>	<input type="text"/>
	Name and signature	Date

Overview

Cultural and ceremonial leave

Cultural and ceremonial leave entitlements are set out in the relevant [Enterprise Agreements](#).

Aboriginal and Torres Strait Islander staff of Macquarie University are entitled to:

- 1 day paid leave per annum to participate in National Day celebrations
- Up to 5 days paid leave per annum to fulfil ceremonial obligations
- Up to 10 days unpaid leave per annum to fulfil ceremonial obligations

Personal leave

Eligible staff are entitled to apply for [Personal Leave](#) in the case of carer responsibilities or compassionate circumstances for immediate and extended family members, domestic or household relations and traditional kinship relations.

Applications for Personal Leave can be submitted via [HR Online](#).

NEXT STEPS

Submit the approved form to your [Payroll Advisor](#) by email.

If you have any questions about cultural and ceremonial leave, contact your [HR Representative](#) or Walanga Muru's [Strategy and Policy Team](#).