



Application for long service leave at half-pay

Use this form to apply for long service leave to be paid at half-pay.

1. EMPLOYEE DETAILS

Surname

Preferred name

Staff number

2. LEAVE APPLICATION

Leave period from

to

Provide any additional information below (optional):

3. SUBMISSION AND APPROVAL

Employee

Signature

Date

Supervisor

Name and signature

Date

Overview

Long service leave entitlements are set out in the relevant [Enterprise Agreements](#) and the [Long Service Leave Policy](#).

Staff may apply to take long service leave at half-pay. Where long service leave at half-pay is taken, leave entitlements will accrue at a proportionate rate during the leave period.

NEXT STEPS

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

Your [Payroll Advisor](#) or [HR Client Services Team](#) can also help answer any questions you have about your leave.