



## UFORM019 Leave Request Form Rev 1

Notes:

- The policy for all leave types is outlined in the UniHaven Employee Handbook Rev 0.
- All leave is reported to the Finance Officer to ensure correct salary payments and to the People Officer who stores all completed request forms.
- All leave of more than 3 days duration must be reported to the relevant department's Senior Manager before line manager signoff.

Requested By: \_\_\_\_\_ Request Date: \_\_\_\_\_

Nature of the Leave Requested - *Tick the relevant box.*

Annual Leave Leave From: _____ Leave To: _____ Total Days Requested: _____ Total Days Remaining: _____	
Sick Leave <i>(Attach medical certificates where longer than 3 consecutive days)</i> Leave From: _____ Leave To: _____	
Professional Travel/Learning & Development/Leave <i>(Attach approved Learning and Development Request Form)</i> Leave From: _____ Leave To: _____	
Jury Duty <i>(Attach a copy of the court's service attendance request to this form to verify requirement)</i> Leave From: _____ Leave To: _____	
Other Authorized Leave Leave From: _____ Leave To: _____	
Leave Without Pay <i>(Complete the Leave Without Pay section below)</i> Leave From: _____ Leave To: _____	

Leave Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager: \_\_\_\_\_ Department: \_\_\_\_\_

*If leave duration exceeds 3 days, please email your Senior Manager before approving the staff leave request*

Senior Manager Email Sent: Yes / No Date: \_\_\_\_\_