

# ANNUAL LEAVE APPLICATION FOR ACADEMIC STAFF



UNIVERSITY OF TASMANIA

## TO BE COMPLETED BY ACADEMIC STAFF MEMBER

FAMILY NAME \_\_\_\_\_ GIVEN NAME(S) \_\_\_\_\_

SCHOOL / FACULTY \_\_\_\_\_

PERIOD OF ANNUAL LEAVE APPLIED FOR From / / To / / (Inclusive)

Number of working days  
(Excluding Public Holidays) \_\_\_\_\_

Signature \_\_\_\_\_ Date / /

## TO BE COMPLETED BY HEAD OF SCHOOL / DEAN

Leave approved  Leave not approved

Signature \_\_\_\_\_ Date / /

## NOTES

### Staff Member

- Annual leave accrues at the rate of 4 weeks per year of service.
- All accrued annual leave shall be deemed to have been taken by the first day of first semester each year, unless prior approval has been obtained from the Head of School / Dean to carry forward a period of leave to a specified and agreed date. Such written approval should be forwarded to Human Resources. In no case shall the carried-over amount exceed 4 weeks.
- Annual leave shall normally be taken between semesters.

### Head of School / Dean

- Applications should be retained by the Head of School until the end of the applicable leave year and may then be disposed of. Applications do not need to be sent to Human Resources as there is no need for central record keeping given the conditions under which annual leave is taken (details above).
- Heads of Schools should use this application form for requests to Deans for periods of annual leave.

**THIS APPLICATION SHOULD BE RETAINED BY THE HEAD OF SCHOOL AS DETAILED ABOVE**