

QAHC Leave Application Procedure

Purpose

The Leave Application Form is used to record an employee's request to take leave from the Association.

This enables the Finance Officer to calculate the correct figure to pay the employee when they are taking leave and to allow Managers to plan for staff absences.

Glossary

- **DATE COMMENCING** - The first working day of the leave period.
- **DATE RETURNING** - The first working day the employee is back at work.
- **TYPE OF LEAVE** - Details of each type of leave is contained in the Industrial Award.
- **WORKING DAYS** - Normally Monday to Friday unless other arrangements have been made with Managers.

Procedure

☞ Whenever considering to take leave, including TOIL, first fill in a Leave Application Form.

☞ Enter name and the work region.

☞ Enter the Date Commencing and the Date Returning.

☞ **Calculate:**

⇒ the number of working days from the Date Commencing to the Date Returning, including the Date Commencing as this is the first leave day. Enter this figure in the **Total Leave Requested** box.

⇒ the number of Annual Leave days included in the leave period, if any, and enter this figure in the **Annual Leave** box.

⇒ the number of Bereavement Leave days included in the leave period, if any, and enter this figure in the **Bereavement Leave** box.

⇒ the number of Study Leave days included in the leave period, if any, and enter this figure in the **Study Leave** box.

⇒ the number of Leave without Pay days included in the leave period, if any, and enter this figure in the **Leave Without Pay** box.

⇒ the number of Long Service Leave days included in the leave period, if any, and enter this figure in the **Long Service Leave** box.

⇒ the number of TOIL days included in the leave period, if any, and enter this figure in the **TOIL** box.

⇒ the total of these figures and enter it in the **Sub-Total** box.

⇒ the number of Public Holidays which fall during the leave period, if any, and enter this figure in the **Public Holidays** box.

☞ The total of each individual box should equal the **Total Leave Requested** box.

☞ Sign and date the Leave Application Form and then pass it on to the relevant Supervisor who may need to consider back-filling the position if the need arises.

☞ After approval is received, the form is passed onto the Finance Officer for processing and a photocopy of the approved form returned to the staff member.

Sick Leave

The Leave Application Form should not be used for **Sick Leave**. It should be entered onto the Timesheet Form.

Annual Leave Payment Options

There are a number of options for the payment of Annual Leave. Please discuss them with your supervisor and write the appropriate code number in the space provided on the Leave Application Form.

Annual Leave Payment Options Code	Description
1 PREFERED OPTION	Payments including any annual leave loading to continue at fortnightly intervals consistent with regular pay date schedule.
2	Payment to be made in full including any annual leave loading and credited to the appropriate accounts on the workers last working day before commencing annual leave.
3	Payment to be made in full including any annual leave loading and credited to the appropriate accounts on the first pay date immediately after commencing annual leave.
4	Payment to be made in full including any annual leave loading and credited to the appropriate accounts on the pay date immediately before commencing annual leave.
