

Minister Leave Application Form



- Please scan and e-mail this form to payroll@nswact.uca.org.au
- The deadline for receipt of all Payroll processing data is **COB the Friday before the pay week.**

MINISTER DETAILS

FULL NAME

PLACEMENT IDENTITY

PAYROLL ID

EMAIL

PHONE

LEAVE TYPE

- ANNUAL LEAVE
 LEAVE WITHOUT PAY
 STUDY LEAVE
 SICK LEAVE
 OTHER (SPECIFY DETAILS)

**Long Leave application via separate process and form*

LEAVE DATES

FROM (FIRST DAY OF LEAVE)

 / /

TO (LAST DAY OF LEAVE)

 / /
TOTAL NUMBER OF LEAVE DAYS:
(INCLUDING SATURDAYS/SUNDAYS)

MINISTER'S SIGNATURE

SIGN HERE

DATE

 / /

LEAVE AUTHORISATION

REPRESENTATIVE NAME (PRINT)

REPRESENTATIVE POSITION (PRINT)

REPRESENTATIVE SIGNATURE:

SIGN HERE

DATE

 / /