

Minister Leave Application Form



Uniting Church
SYNOD OF NSW & ACT



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

MINISTER DETAILS

FULL NAME

PLACEMENT IDENTITY

PAYROLL ID

EMAIL

PHONE

LEAVE TYPE

RECREATIONAL (ANNUAL) LEAVE

STUDY LEAVE

PERSONAL LEAVE (SICK LEAVE)

PERSONAL LEAVE (CARERS LEAVE)

OTHER (SPECIFY DETAILS)

(e.g. compassionate, maternity, adoption, leave without pay)

* Long Leave application via separate process and from.

LEAVE DATES

FROM (FIRST DAY OF LEAVE)

TO (LAST DAY OF LEAVE)

DD / MM / YY

DD / MM / YY

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

MINISTER'S SIGNATURE

SIGN HERE

DATE

DD / MM / YY

LEAVE AUTHORISATION

REPRESENTATIVE NAME (PRINT)

REPRESENTATIVE POSITION (PRINT)

REPRESENTATIVE SIGNATURE

SIGN HERE

DATE

DD / MM / YY