

# PEOPLE & CULTURE APPLICATION

# ME DAY LEAVE



**Uniting Church**  
SYNOD OF NSW & ACT

The purpose of this document is for eligible employees to apply for their ME DAY leave. The form will also aid the People & Culture team in verifying an employee's eligibility.

## PART 1 - Employee

Employee Full Name			
ID Number		Department	
Line Manager Name			
Requested ME DAY leave date			

Please note:

"Me Days" are not to be taken at either end of accrued or gifted leave, or adjacent to a public holiday.

SIGN HERE

Date

## PART 2 - Line Manager

Date of leave specified acceptable	Yes	No	
Leave being taken in conjunction with any other leave	Yes	No	
Leave being taken in conjunction with a Public Holiday	Yes	No	
Employee Status (Full Time/Part Time/Fixed Term)	FT	PT	Fixed Term
6 months service completed	Yes	No	
12 months service completed (Fixed Term)	Yes	No	
Is the employee in notice period	Yes	No	
Date of last 'Me Day' (if applicable)			

Conditional approval: I have checked the above information and is correct as of today's date.

Manager Name

SIGN HERE

Date

## PART 3 - People & Culture Team

Application:      **Approved**      Rejected      HR Comments:

HR Team Member Name

SIGN HERE

Date

Employee and Manager advised of outcome.

Completed form to be saved in HR employee's file.