



Pay Group

APPLICATION FOR SPECIAL LEAVE (inc. leave without pay)

For all types of Special leave with and without pay including leave without pay for a full year.

Section 1: EMPLOYEE DETAILS

Person ID Family Name Given Name(s)

Location Location Number

Job Title Classification Fraction of time/ hours per week

Telephone E-mail

Section 2: LEAVE DETAILS

Type of Leave (see next page for details): (a specific reason must be provided, 'Special Leave' will not be accepted) With pay Without pay

Period of Leave: TO Total working days absent (eg. 1.0) Total working hours absent (hh:mm)

SCHOOL SECTOR TEACHERS: PLEASE SEE NOTE ON NEXT PAGE REGARDING THE RECORDING OF SPECIAL LEAVE

Relevant Details: Please provide full details for reasons of absence below (If space is insufficient then please attach further detail)

Additional Details: (Required for Bereavement Leave and Leave to Move Residence)

BEREAVEMENT LEAVE Relationship with deceased:

LEAVE TO MOVE RESIDENCE New address:

Phone:

I hereby authorise all salary adjustments that may result from this leave application. I understand that I must obtain written approval from the CE or delegate by applying on the VL198 form before undertaking any employment whilst on this leave and that failure to do so may result in formal disciplinary action.

(Signature) (Date)

Section 3: RECOMMENDATION - SUPERVISING OFFICER

I hereby recommend approval of this application for leave and verify the applicant's work pattern details as correct and current.

Please print name Position

(Signature) (Date)

Section 4: DELEGATE APPROVAL: Subject to Entitlement

Please print name Position

(Signature) (Date)

Section 5: OFFICE USE

Entitlements available? Yes No

RR0073
Maintain Work Absence

ENTERED BY	CHECKED BY
.....
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NOTES FOR GUIDANCE IN USE OF THIS FORM

Purpose of this Form

This form is to be used by all staff including teachers, public servants and ancillary staff in the School sector, Department for Education for the applications of all types of paid and unpaid special leave as determined by individual special leave entitlements. This includes leave without pay for a whole year.

Details of Special Leave:

Applicants are required to **securely** attach any necessary details and documentation in relation to the type of leave sought, as required by departmental policy. If the required details / documents are not delivered attached to applications for special leave, requested leave will not be granted or processed. Some examples include:

- **Elite Athletes**

A copy of the Australian (or where appropriate, South Australian) body's official advice regarding selection as a representative, and a copy of the official itinerary or details of the training camps

- **Defence Reserves**

Official Department of Defence notice of training or service

- **Jury Service**

Evidence detailing the duration of attendance and certification that payment was not made

- **Bereavement**

Nature of the relationship with the deceased (space provided on form)

- **Moving Residence**

New address, phone details (space provided on form)

- **Professional Associations / Union Activities**

Evidence including details of organisation and requirement to attend

- **Urgent Pressing Necessity**

Relevant supporting details / documentation

- **Domestic Violence**

Type of leave detailed as 'urgent pressing necessity'

Types of Special Leave:

For detailed information pertaining to individuals' specific Special Leave entitlements and documentation requirements, please consult ['Special Leave Policy'](#) or [Commissioner's Determination 3.1 - Employment Conditions - Leave](#). For further information, please contact HR / Payroll Services.

NOTE (for school sector teachers only):

While you can indicate on this form the actual number of hours needed to be taken, on the Department pay system and on your payslip it will be recorded as a full or half day. Where a teacher reaches the 15 days Special Leave With Pay within a school year and can provide evidence that the recording of leave in full or half day blocks has disadvantaged them relative to the recording of leave in hours, a claim for additional leave can be made to the Assistant Director, People and Culture Operations. For further information refer to 'Special Leave Policy'.

Working while on approved leave

Under no circumstances can you work within the Department while you are on approved leave.

If you wish to work outside the Department while on leave then you must apply for approval and receive written confirmation prior to commencing work. To apply please complete the form – Request to Work Outside the Department (VL198).