

Application to Access the Pool of Donated Leave

PERSONAL LEAVE SHARING SCHEME



**St Philip's
Christian Education**
FOR THE WHOLE OF LIFE

Please complete this form and speak to your Principal seeking their endorsement. **Principals**, please forward the endorsed application to the Director of People & Culture for presentation to the Committee.

SECTION 1 - PERSONAL DETAILS

EMPLOYEE FULL NAME

EMPLOYEE NUMBER (if known)

ROLE

PRIMARY WORK LOCATION

WORK ARRANGEMENT

Full Time

Part Time

Casual

Temporary Contract

DATE

SECTION 2 - APPLICATION DETAILS

I wish to apply to access the following amount of leave from the Personal Leave Sharing Scheme's pool of donated leave:

days; OR

hours

Note: The maximum number of hours that an employee can access is 76 hours (10 days) per calendar year.

SECTION 3 - EMPLOYEE ACKNOWLEDGEMENT

I have exhausted all my available and accrued leave balances (personal, annual, and long service leave)

I understand that the Scheme is intended for use either for significant personal illness, serious ill health of an immediate family member, accident, or unforeseen and serious circumstances

MY REASONS FOR APPLYING TO THE POOL FOR ADDITIONAL LEAVE ARE AS FOLLOWS:

I have attached relevant and current evidence to support my application

SECTION 4 - SIGNATURES

EMPLOYEE SIGNATURE

PRINCIPAL SIGNATURE

DATE

This application will be forwarded to the PLSS Committee to make a recommendation to the CEO for approval or otherwise. The CEO undertakes to make a final determination of your application and reply to you within 7 business days. Please forward completed form to your Principal for endorsement.

Your Principal will forward the application to the Director of People and Culture at **central.peopleculture@spcc.nsw.edu.au** for submission to the committee.

ANY ADDITIONAL SPACE REQUIRED FOR NOTES / RESPONSES.