



**Human Resources Division**  
**Application for Grandparented Long Service Leave**

*HR Office use only*

**Note:** This form is to be used for **Grandparented Long Service Leave only**.

All other long service leave is to be applied for via the [Staff Web Kiosk](#).

Details of Applicant			
Employee Name		Employee No	
Department			
Position Title			
Details of leave			
First day of long service leave			
Last day of long service leave			
No of working days			
Applicant signature		Date:	
Department/Divisional Approval			
Signature of HOD/Manager		Date:	
Signature of Dean of School		Date:	
Signature of Divisional Head		Date:	

Once approved please send the form to [hrservices@otago.ac.nz](mailto:hrservices@otago.ac.nz) along with a copy of the advice confirming your eligibility for this leave. Human Resources will confirm receipt via email.