



## Human Resources Division Application for Leave Without Pay



Please read the University's Guidelines for leave without pay before completing this form. You can find them here: <http://www.otago.ac.nz/administration/policies/otago003235.html>.

Details of Applicant			
<b>Employee Name</b>		<b>Employee No</b>	
<b>Department</b>		<b>Position Title</b>	
<b>Full time or part time</b> <i>(if part time, specify hours/FTE)</i>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <b>Hours/FTE:</b>	<b>Start date with the University</b> <i>(if employment is not continuous, most recent start date)</i>	
<b>First day of LWOP</b>		<b>Last day of LWOP</b>	
<b>Is the proposed leave without pay period longer than one month?</b>	<input type="checkbox"/> Yes	Annual and sick leave entitlements will not accrue because your leave without pay period is longer than one month.	
	<input type="checkbox"/> No	Annual and sick leave entitlements will continue to accrue because your leave without pay is for less than a month.	
<b>Employee Signature</b>		<b>Date:</b>	
Reasons for Leave Without Pay			
<p><i>The applicant should outline the reason for the leave without pay in the box below: If the leave is for more than one year, outline the exceptional circumstances that require the longer break.</i></p>			
Impact on the Department			
<p><i>The applicant's supervisor, manager or head of department must outline the impact on the department, particularly addressing how the applicant's work will be covered.</i></p>			
Annual Leave Balance (HOD to complete)			
<p><i>Generally it is expected that staff will have taken their annual leave before they will be eligible for leave without pay.</i></p>			
<input type="checkbox"/> The applicant's annual leave balance has been taken into account before the submission of this application			
Recommendations/Approval			
<b>Head of Department Signature</b>		<b>Date</b>	
<b>Dean of School Signature</b> (Health Sciences)		<b>Date</b>	
<b>Pro-Vice-Chancellor Signature</b> (All except Health Sciences)		<b>Date</b>	

**Special Notes**

1. For leave without pay approved for less than twelve months, send the completed form to *hrservices@otago.ac.nz*. This form will act as the authority to suspend paying the salary.
2. Give a copy of the approved form to the staff member. The copy is the advice that the leave without pay is approved.
3. For leave without pay of twelve months or more, send the completed documentation to the Human Resources Division who will refer it to the Staffing Advisory Committee.
4. Advice of approval of leave without pay for periods of twelve months or more can only be made by the Human Resources Division.