DASSI
Bringing Care Home

Application for Leave

582 Heidelberg Road, Fairfield VIC 3078 Phone: 03 9488 9100 Fax: 03 9482 3820

☐ Annual Leave ☐ Sick Leave* ☐ Carers/Family Leave* ☐ Other If other, please indicate _____

* A certificate is required for most sick leave and all carers/family leave.

EMPLOYEE DETAILS

Full name of employee:	
Dates of leave from:	to:
Return to work date:	

Your Primary Service Consultant's name (Direct Care Employees):
Comments (**Please note:** if sick leave without a certificate):
Employee Signature: Date:

- **Annual Leave, Maternity Leave and LSL applications will need to be submitted 4 weeks prior to commencement of leave.**
- Annual leave will be paid based on standard fortnightly rostered hours (leave will not be paid in advance).
- LSL and Maternity Leave may only be taken in whole weeks. Weekly hours paid for LSL and Maternity Leave will be calculated based on the average weekly ordinary hours worked in the past 12 months.
- Application for Maternity Leave must be accompanied by a 'Certificate of Confinement' from a Medical Practitioner.
- Application for Carers/Family Leave must be accompanied by a Medical Certificate otherwise it will be recorded as Sick Leave without Certificate*.
- In the case where there are insufficient sick leave credits, absences must be accompanied by a Medical Certificate.
- Any other absences without pay must be approved in advance.

THIS FORM MUST BE FORWARDED TO YOUR SERVICE CONSULTANT OR MANAGER.

TYPICAL WORKING HOURS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
WEEK 1							
WEEK 2							

Please indicate in the box above, the number of hours you would normally work. **TOTAL HOURS REQUESTED**

SERVICE CO-ORDINATOR/MANAGER USE ONLY

Leave Approved: ☐ Yes ☐ No	**APPROVED HOURS TO BE PAID**
Comments:	
Consultant/Managers Signature: Date:	

CONSULTANT TO VERIFY

☐ Attendant Notes	☐ Leave Roster updated in Carelink+
☐ Leave Approved and Approval Sent to staff member applying for leave	☐ Email ☐ SMS ☐ Letter (please tick notification method)

ONCE APPROVED, SERVICE CONSULTANT OR MANAGER MUST FORWARD TO PAYROLL.

PAYROLL USE		
☐ Updated Dynamic Pay	☐ Sufficient Leave Entitlement (if applicable)	
Type of Leave:	Payroll Period:	Payroll Code:
Payroll Period	Payroll Period	

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