DASSI
Bringing Care Home

Head Office: 582 Heidelberg Road, Fairfield VIC 3078 Phone: 03 9481 2355 Fax: 03 9482 3820

Geelong: The Stables, 265 Pakington Street, Newtown 3220,
or PO Box 7173, Geelong West VIC 3218 Phone: 1300 362 649 Fax: 03 5223 1093

Ballarat: 35 Armstrong Street South, Ballarat 3350,
or PO Box 362, Ballarat VIC 3353 Phone: 1300 362 649 Fax: 03 5332 1433

Application for Leave

☐ 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 Coordinator'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.
- 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 CO-ORDINATOR 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 typically work each day.

SERVICE CO-ORDINATOR/MANAGER USE ONLY

Leave Approved: ☐ Yes ☐ No
Would the employee have been rostered on a Public Holiday? ☐ Yes ☐ No If yes, how many hours?
Comments:
Service Co-ordinator/Managers Signature: Date:

ONCE APPROVED, CO-ORDINATOR OR MANAGER MUST FORWARD TO PAYROLL.

OFFICE USE ONLY

CO-ORDINATOR TO VERIFY	
☐ Attendant Notes / Fax to regions	☐ Hours on Global Roster
☐ Leave Roster updated in Carelink+ and Shifts in Global Roster covered appropriately	
☐ Leave Approved and Approval Sent to staff member applying for leave – ☐ Email ☐ SMS ☐ Letter (please tick notification method)	

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