



MOP(S) ACT EMPLOYEES
LEAVE APPLICATION

<p>Options for returning your completed form Scan and Email to: MOPSPay&Conditions@finance.gov.au or Post to: Ministerial and Parliamentary Services Department of Finance One Canberra Avenue FORREST ACT 2603</p>	<p>Enquiries: Ministerial and Parliamentary Services Email: mpshelp@finance.gov.au Phone: (02) 6215 3333</p>
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EMPLOYEE DETAILS ▶ Full name

EMPLOYER DETAILS ▶ Employer name
▶ Employer state

LEAVE DETAILS ▶ Period of leave From Time Date
to Time Date

▶ Type of leave
Annual leave ▶ Full pay ▶ No. of days Half pay ▶ No. of days

Personal leave ▶ Full pay ▶ No. of days Half pay ▶ No. of days

Reason for leave Personal illness or injury Carer's leave (illness/injury) Carer's leave (emergency)

Maternity leave ▶ Full pay Half pay

Note: Please attach medical certificate stating expected date of birth.

Other types of leave ▶ Specify
Full pay Half pay Without pay

Note: Applications for miscellaneous leave, other leave and leave without pay must state the reason for leave. Please refer to the [Enterprise Agreement Guidelines](#) for further information.

Reason for leave

▶ Is pre-payment required? (if applicable) No **Note:** Pre-payment can only be made for periods of annual or long service leave covering a future payday where the absence is for at least 5 days for annual leave or 7 days for long service leave
Yes

SIGNATURES ▶ By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

Signature of Employee Date

▶ Leave approved
Signature of Employer or Authorised Person Date

Name (if authorised person)

Privacy Collection Notice — Consistent with the *Privacy Act 1988*, the Department of Finance (Finance) uses the personal information provided in this form to facilitate the administration of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on Finance's website, or provided to the Special Minister of State, the Independent Parliamentary Expenses Authority, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information provided is available at www.maps.finance.gov.au/privacy.html

OFFICE USE ONLY	chris21 pay <input type="text"/>	Initials & date entered <input type="text"/>	Initials & date checked <input type="text"/>
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