

Staff Leave Application Form - COVID-19

Note: This leave form is only to be used by staff required to self-isolate, in which case leave will be deducted from your Personal Leave balance, or staff who have been approved for Special Leave in relation to COVID-19. Leave will be entered into Kronos by payroll upon receipt of approved Leave Form.

Employee Name			
Employee Number		Department	
Work Contact Number		Employee Status	
Pay Cycle		Payment for Leave	

Please select <u>Type of Leave</u> from the Drop down box below	First day of Leave	Last Day of Leave	Total hours of Leave

Please complete with the days and times the employee would normally have worked over period of leave.

Day	Date	Start	Stop	Hours	Refer *Allow Legend	Day	Date	Start	Stop	Hours	Refer *Allow Legend
MON						MON					
TUE						TUE					
WED						WED					
THU						THU					
FRI						FRI					
SAT						SAT					
SUN						SUN					
				WEEKLY TOTAL						WEEKLY TOTAL	

MON						MON					
TUE						TUE					
WED						WED					
THU						THU					
FRI						FRI					
SAT						SAT					
SUN						SUN					
				WEEKLY TOTAL						WEEKLY TOTAL	

Applicant's Signature		Date	
Authorised Manager's Name		Date	
Authorised Manager's Signature		Authorised Manager's Phone Number	

Please return this form to Payroll Services via:

Payroll Queries: Log query through Monash Health Intranet Home page by clicking 'Payroll Query' button located under Quick links & attach form to request for processing.