



Presbyterian Church of Australia

in the State of New South Wales

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LEAVE APPLICATION FORM

To apply for leave, please complete this Leave Application form. Once it is approved, please email a copy to Payroll for processing. Email: payroll@pcnsw.org.au.

For Ministers, Home Missionaries & Deaconess – If you are applying for Long Service Leave, please use the Ministry and Mission's LSL Application form at <https://mmpcnsw.org.au/people/long-service-leave/>.

LEAVE TYPE	Start Date	End Date	Total Number of Days or Hours

For **Other Leave**, please specify:

COMMENTS:

SIGN HERE

Date:

SIGN HERE

Date:

PAYROLL USE ONLY

Pay Fortnight	Leave Dates	No. of Days	No. of Hours	Leave Type