



Leave Authorisation Form

This form is to be completed by all staff when:

- Seeking approval for leave
- Notifying or recording leave

Please note: Separate forms are to authorise Parental Leave, Discretionary Sick Leave, Study Leave or Course and Conference Leave, Career Break Leave, Accident Leave and Jury/Witness Leave.

First name: _____ Surname: _____

Position: _____ Ward / Department: _____

Staff ID number: _____

I wish to apply for leave as follows:

Commencing: (date of first day of leave) _____ Ending: (date of last day of leave) _____

Leave type	Code	Total hours
Annual	L	
Bereavement	B	
Board/recreation	C	
Long Service	C	
LWOP	U	
NZ representative or sports and cultural	C	
Military volunteers	C	
Public Holiday not worked	H	
Public Holiday worked (SMOs, RMOs & IEAs only)		
Sabbatical (SMOs or Dental Officers only)		
Sick: personal	S	
Sick: dependant	S	
Other:		
Total		

Month							
Date							
Days	M	T	W	T	F	S	S
Code							

Month							
Date							
Days	M	T	W	T	F	S	S
Code							

Month							
Date							
Days	M	T	W	T	F	S	S
Code							

Month							
Date							
Days	M	T	W	T	F	S	S
Code							

Note: Waikato DHB will only approve annual leave on the condition that Shift, Oncall, Weekend lieu day for SMO CME leave and Alternative holiday leave will be used in the first instance before annual leave.

Leave balance (hours): _____

Signature of applicant: _____ Date: _____

Forward this form to your Line Manager

Manager to adhere to Delegations of Authority when authorising leave

Leave request approved: _____ Leave request declined: _____

Signature of Line Manager: _____ Date: _____

Signature of Manager (if required under Delegations of Authority): _____ Date: _____

Note: All leave is to be loaded on to Waikato DHB's roster system or noted on work sheets. The leave form records authorisation for leave and is used to verify the leave taken. Manager to notify employee of authorisation. Leave balances are to be checked prior to authorisation.

Line Manager to retain a copy. Copy to be sent to payroll. Employee to retain a copy.