



Long Service Leave, Paid Parental/Partner Leave

Employee details

School E Number *	School Name *
Employee C Number *	Employee Name *

Details of Leave

☐ Long Service Leave ☐ Parental Leave ☐ Partner Leave

Leave	
Start Date *	DD / MM / YYYY
Estimated End Date *	DD / MM / YYYY
Specific Return to work date	DD / MM / YYYY (If known)
Estimated Term weeks	
Leave Type *	<input type="checkbox"/> Full Pay <input type="checkbox"/> Half Pay
Current FTE	
Doctors certificate attached	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable (Only Applicable for paid parental Leave)

Approved by Employee

Print Given Name *	Print Family Name *
Signature *	Date *

Approved by Principal

Principal needs to ensure that the employee has the applicable entitlement to Long Service Leave, Paid Parental leave or partner leave.

Please Note: Upon approving this leave, MACS payroll will process the request and pay the employee in line with the form. Catholic Education Long Service Leave Scheme (Victoria) will be notified by Shared Services and will assess and pay any applicable reimbursement to the school. If the employee doesn't have the full entitlement, the school may only be reimbursed a portion of the cost.

Print Given Name *	Print Family Name *
Signature *	Date *





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