

Client Name: \_\_\_\_\_

Leave Type: Award Category:	Sick	Long Service	Annual	Other:	Full Time Hours
	Days/Year	1. Days/Year 2. ProRata after ? years	1. Accrued (Yes or No) 2. Days/Year 3. Days/Year Loading		
Teachers	8 days / year	1. 6.5 days / year 2. after 7 years service	1. No – not accrued 2. n/a 3. n/a		60 hours / fortnight
School Officers	8 days / year	1. 4.33 days / year 2. 10 years	1. Yes - accrued 2. 20 days / year 3. loading on 20 days		76 hours / fortnight
		1. 2.	1. 2. 3.		
		1. 2.	1. 2. 3.		
		1. 2.	1. 2. 3.		
		1. 2.	1. 2. 3.		

Signature: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_