



Presbyterian Church of Australia

in the State of New South Wales

168 CHALMERS STREET, SURRY HILLS NSW 2010 | PO BOX 2196, STRAWBERRY HILLS NSW 2012
Telephone: **1300 773 774** | Facsimile: (02) 9310 2148 | E-mail: general@pcnsw.org.au | Web: www.pcnsw.org.au

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