



Income Protection - Request for leave make up

APPLICANT DETAILS

Name		Reg / Serial Number	
Business Unit / LAC			
Region			

Request must be forwarded to Payroll no later than 2 weeks prior to payday.

INSTRUCTIONS

- Leave make-up uses your annual, additional or extended leave
- Request is to specify how much leave per week, and how many weeks of leave to pay
- The request is only available for Police officers on Income Protection
- It is paid in addition to any Income Protection and Workers Compensation
- Leave make-up is processed on an 'hours per week' basis,
- Any number of hours per week up to your normal hours per week.
- Leave hours can be requested to one decimal place, for example, 15.6 hours
- Additional leave days can only be claimed in whole days

NOMINATIONS

STEP 1 – Determine how many weeks of make up is required

Date from (dd/mm/yyyy)		Number of weeks to pay	
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STEP 2 – Nominate what type, and how many hours, of leave are requested

Leave Type	Hours per week to be paid (Days per week for additional leave)
<input type="checkbox"/> Annual (hours)	
<input type="checkbox"/> Extended (hours)	
<input type="checkbox"/> Additional (days)	

Deliver completed form to the IP Payroll Governance unit:

Email PS-IPGOVERNANCE@police.nsw.gov.au (save file and attach to email)

Fax 28256 / (02) 8835 8256