



IN-SERVICE LEAVE APPLICATION

1. EMPLOYEE DETAILS (to be completed by employee)

LSL number	<input type="text"/>	Date of birth	<input type="text"/>
Surname	<input type="text"/>	First name	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>
Residential address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

2. LONG SERVICE LEAVE HOURS REQUESTED (to be completed by employee)

Period of leave*

Start date	<input type="text"/>	End date	<input type="text"/>
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*Minimum 14 continuous calendar days must be requested.

Number of ordinary hours*

*Ordinary hours agreed to by employer and employee. For more information about ordinary hours and periods of leave, please refer to our How to Guide on our website.

3. EMPLOYEE ACKNOWLEDGEMENT

I understand that my employer may alter my leave dates and hours requested to confirm accuracy with the roster in which I am employed.

Employee signature

Date

4. EMPLOYER DETAILS

Employer name

Employer ID

Form must be submitted by an employer authorised contact. Coal LSL cannot accept forms from employees.

Submit form online via [Online Services](#)