



AMENDMENT TO LEAVE APPLICATION

Leave Authorisation number

Leave application type

Cessation (complete section 2)

In-service (complete section 3)

1. EMPLOYER AND EMPLOYEE DETAILS

Employer details

Employer ID

Company name

Employee details

Employee name

LSL number

Date of birth

2. CESSATION APPLICATION

Only fill in this section if amending a Cessation application.

Please use details originally supplied on application.

Cessation date

Cessation code

Hours requested

Total entitlement

OR

Specific hours

Amended details

Cessation date

Cessation code

State hours as recorded on Leave Authorisation Advice

3. IN-SERVICE APPLICATION

Only fill in this section if amending an In-service application.

Please use details originally supplied on application.

Commencement date

End date

Hours requested

Amended details

Commencement date

End date

Amended hours

4. REIMBURSEMENT

Amount reimbursed by Coal LSL (leave blank if not yet received) \$

If funds have been reimbursed on the application for which details are being changed, those funds may need to be returned to Coal LSL.