



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"/>
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"/>
------------	----------------------	----------	----------------------

*Minimum 14 continuous calendar days must be requested.

Number of ordinary hours*	<input type="text"/>
---------------------------	----------------------

*Ordinary hours agreed to by employer and employee. For more information about ordinary hours and periods of leave, please contact us.

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	<input type="text"/>	Date	<input type="text"/>
--------------------	----------------------	------	----------------------

Employer Use ONLY

4. EMPLOYER DETAILS

Employer name	<input type="text"/>
Employer ID	<input type="text"/>

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

Submit form online via [Online Services](#)

Privacy Statement: Personal information collected by Coal LSL is protected by the *Privacy Act 1988*. Our Privacy Statement is available at coallsl.com.au