



Brightwater

# Application for Retrospective Leave Adjustment

Applications for leave should be submitted **before** the end of the pay period in which the leave is taken using [My Self Service](#). In the event this is not possible and My Self Service will not accept your application, or your original leave application needs to be adjusted, an application for leave may be submitted retrospectively using this form.

Please note that retrospective leave adjustments must be processed manually and therefore **will not be processed until the week two manual pay or the next available pay period.**

Employee name:		Employee ID:	
Date of application:		Site / Work area:	
Position:		Manager:	
First date of leave:		Last day of leave:	
If less than 1 day, start/finish time of leave and total number of leave hours:			
<b>Please select below and complete the relevant section:</b>			
<input type="checkbox"/> I am submitting a <b>new leave request</b> for a past pay period ( <b>Option 1</b> )		<input type="checkbox"/> I am submitting an <b>adjustment to a leave request</b> for a past pay period ( <b>Option 2</b> )	
Employee signature:		Comments:	

### Option 1 – New Leave Request (please tick)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ADO                          | <input type="checkbox"/> Grandparents leave | <input type="checkbox"/> Public holiday leave                                |
| <input type="checkbox"/> Annual leave                 | <input type="checkbox"/> Long service leave | <input type="checkbox"/> Personal/carer’s leave (without evidence)           |
| <input type="checkbox"/> Community service leave      | <input type="checkbox"/> Short leave        | <input type="checkbox"/> Personal/carer’s leave (with certificate)           |
| <input type="checkbox"/> Compassionate leave          | <input type="checkbox"/> Study leave        | <input type="checkbox"/> Personal/carer’s leave (with statutory declaration) |
| <input type="checkbox"/> Other (please specify) _____ |   |  |

### Option 2 – Adjustment to Existing Leave

Select leave type originally submitted in My Self Service:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ADO                          | <input type="checkbox"/> Grandparents leave | <input type="checkbox"/> Public holiday leave                                |
| <input type="checkbox"/> Annual leave                 | <input type="checkbox"/> Long service leave | <input type="checkbox"/> Personal/carer’s leave (without evidence)           |
| <input type="checkbox"/> Community service leave      | <input type="checkbox"/> Short leave        | <input type="checkbox"/> Personal/carer’s leave (with certificate)           |
| <input type="checkbox"/> Compassionate leave          | <input type="checkbox"/> Study leave        | <input type="checkbox"/> Personal/carer’s leave (with statutory declaration) |
| <input type="checkbox"/> Other (please specify) _____ |   |  |

Select leave type to be adjusted to:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ADO                          | <input type="checkbox"/> Grandparents leave | <input type="checkbox"/> Public holiday leave                                |
| <input type="checkbox"/> Annual leave                 | <input type="checkbox"/> Long service leave | <input type="checkbox"/> Personal/carer’s leave (without evidence)           |
| <input type="checkbox"/> Community service leave      | <input type="checkbox"/> Short leave        | <input type="checkbox"/> Personal/carer’s leave (with certificate)           |
| <input type="checkbox"/> Compassionate leave          | <input type="checkbox"/> Study leave        | <input type="checkbox"/> Personal/carer’s leave (with statutory declaration) |
| <input type="checkbox"/> Other (please specify) _____ |   |  |

**Approver (manager/coordinator) to complete** and provide copy to employee and roster clerk.

For Disability Services, please email approved forms to [dsrostering@brightwatergroup.com](mailto:dsrostering@brightwatergroup.com).

For BAH, please email approved forms to [ahs.scheduler@brightwatergroup.com](mailto:ahs.scheduler@brightwatergroup.com).

Request for leave has been: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved				
Comments:				
Signature:		Position:		Date:
<input type="checkbox"/> Copy emailed to <a href="mailto:payroll@brightwatergroup.com">payroll@brightwatergroup.com</a> for payroll adjustment				
<input type="checkbox"/> Processed	Processed by:	Checked by:	Date:	