

GENDER AFFIRMATION LEAVE APPLICATION FORM

PLEASE COMPLETE AND EMAIL TO:

Human Resources Service Centre, Division of University Operations: hrrservicecentre@adelaide.edu.au

This form is to be used by staff applying for Gender Affirmation leave.

The University is committed to supporting trans and gender diverse staff members to affirm their gender in a safe, positive and inclusive manner,

See clause 4.8.2 of the [University of Adelaide Enterprise Agreement 2023 – 2025](#) for more detailed information and eligibility criteria.

STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)

Staff ID: Position Title: School/Branch: Work phone:

Family name: Given names (in full):

I confirm I am employed in a fixed-term or continuing position, where I:

- have at least 12 months' continuous service prior to the intended leave date; and
- am taking leave for legal and/or medical purposes related to the gender affirmation process.

I hereby apply for gender affirmation leave for the following dates:

a. Gender affirmation leave from: to:

Signature: **Date:**

An application for gender affirmation leave should be submitted to your supervisor with any relevant supporting documentation.

RECOMMENDATION FOR GENDER AFFIRMATION LEAVE

Supervisor:

Name: (please print): Signature: Date:

AUTHORISATION FOR GENDER AFFIRMATION LEAVE

Head of School/Branch Head: (For approval)

Name (please print): Signature: Date:

Approved: Not Approved:

If not approved please state reason:

Workforce Management Handbook	Gender Affirmation Leave Form	Effective Date:	12 July 2023	Version 1.1
Authorised by	Director, HR Services	Review Date:	12 July 2024	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			