



SECTION 1

Name:		Employee No:	
Department:		Branch:	
Do you identify yourself as a person of Aboriginal and/or Torres Strait Islander heritage?			
<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander			

SECTION 2

Are you requesting:			
<input type="checkbox"/> Paid Leave <input type="checkbox"/> Unpaid Leave			
How many hours/days of leave you are requesting: (up to 10 days)			
Leave Start Date:		Leave End Date:	
Please tick which of the following applies to your request for leave.			
I am seeking paid Cultural Ceremonial and NAIDOC leave for:			
<input type="checkbox"/> Cultural and ceremonial obligations under Aboriginal and/or Torres Strait Islander lore, customs or traditional law requirements which may include participation in or attendance at an initiation ceremony, or a ceremony relating to men's business or women's business.			
<input type="checkbox"/> Native Title Meeting			
<input type="checkbox"/> Sorry Business			
<input type="checkbox"/> Kinship requirements			
<input type="checkbox"/> A community cultural event (e.g. NAIDOC week activities, National Sorry Day, Reconciliation Week or Coming of the Light Festivals)			
<input type="checkbox"/> Other: <input type="text"/>			
Please provide a brief explanation of what your obligations/connections are for this particular activity:			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

PLEASE NOTE: You may be contacted by your Supervisor and/or Branch Manager to discuss in further detail your involvement or cultural requirements to confirm why you are seeking leave.

Section 3

I confirm that everything listed above is accurate and I agree to be contacted for further details if necessary.

Employee Signature:		Date:	
Supported By			
Name of Supervisor:			
Supervisor Signature:		Date:	

Section 4 (Branch Manager to complete)

☐ I have reviewed this application for Cultural, Ceremonial and NAIDOC Leave and I give my approval for the employee to take leave

Name of Branch Manager:

Branch Manager Signature:

Date:

BRANCH MANAGER TO NOTE: The list of cultural and ceremonial obligations is not exhaustive. Managers are to use their discretion when employees apply for paid Cultural, Ceremonial and NAIDOC leave. Documentary evidence may be required in limited circumstances. Approval is not to be unreasonably withheld. If further guidance or advice is required, please contact People and Culture.

Completed form and documentary evidence (if required) is to be sent to payroll@ipswich.qld.gov.au.