

LEAVE OF ABSENCE REQUEST



SPECIALIST ACCREDITATION
THE LAW SOCIETY OF NSW

Before completing this form please refer to the Information for Accredited Specialist booklet available from lawsociety.com.au/specialists. Applications for a Leave of Absence are not automatic and practitioners will be informed of the outcome.

SECTION A – PERSONAL DETAILS

Note: Please ensure that you are contactable during your leave of absence period. If you do not want communications sent to your work address, please provide a suitable alternative below (this includes email).

Law Society Member Number:

Area of Accreditation:

First Name:

Other Names:

Surnames:

Postal Address:

Email Address:

Phone Number:

Principal Place of Practice:

SECTION B – ACTIVATION OF ACCREDITATION

I hold a current/active accreditation

Yes No

I have completed my 10 CPD units in my area of accreditation for the current renewal year

Yes No

SECTION C – LEAVE REQUEST DETAILS

Note: Leave of absence must be requested prior to the leave start date. Leave requests exceeding 2 years require Board approval.

Please enter your leave details below:

Leave Start Date:

Leave Return Date:

Reason(s) for seeking leave:

DECLARATION

I declare that the contents of this application are true and correct.

Signature:

Date:

PROCESSING PROCEDURE

- Processing of Leave of Absence Requests may take up to 1 week from receipt.
- Practitioners will be informed as to the outcome of their request and any obligations to be completed prior to returning from leave.
- The onus is on the practitioner to ensure that their Leave of Absence Request has been received.

SUBMISSION

Please select only ONE of the following two options for submission of the Leave of Absence Request:

OPTION 1 - BY EMAIL

Emailed to specialists@lawsociety.com.au

Note: Please ensure your form is scanned double sided where relevant and does not exceed the file size of 4MB.
The onus is on the candidate to ensure that their appeal application has been received.

OR

OPTION 2 - BY COURIER OR POST

Specialist Accreditation
The Law Society of New South Wales
170 Phillip Street, Sydney NSW 2000