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Stat dec for sick leave pdf

Can i use stat dec for sick leave. Writing a stat dec for sick leave. Can you provide a stat dec for sick leave.

Skip to content A statutory declaration is a written statement that a person swears, affirms or declares to be true in the presence of an authorised witness, usually a: Justice of the Peace (JP) legal practitioner or notary public. A NSW statutory declaration is made under the Oaths Act 1900. The Act contains 2 alternative document formats that you can use: eighth schedule ninth schedule. Note: You may need to complete a statutory declaration if you assist a person to make a statutory declaration by providing a language interpretation. details or facts about what you will be declaring or affirming an authorised witness proof of identity documents (if required). If you are making a statutory

declaration and have not known the authorised witness for at least 12 months, they will need to confirm your identity with an approved identification document. Examples of an approved identification document include a current and valid: driver licence or permit with your photo (including a digital driver licence) NSW photo card Australian proof of age card, with your photo Australian passport, either current or expired less than two years ago passport or similar document with your photo and signature, issued by a country other than Australia or by the United Nations (with an English language interpretation if not in English). For identity documents with a photo: it must be your photo your name on the document must match your name on the statutory declaration. When you book an appointment with the authorised witness, ask if your identification document is acceptable (before you visit them). Select the document suitable for your needs. Eighth Schedule form In this version of the statutory declaration, you: include your name set out the details of your declaration solemnly and sincerely make a declaration "conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900".



IT-FORM-042

Sick Leave Statutory Declaration

I, _____, being _____, do solemnly and sincerely declare:

I am / was unable to attend work due to a non-work related illness / injury for the days: _____ that day until _____ that day until _____.

My return to work at full capacity will be / was the next working day after my last day away.

I make this statutory declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900, Part 4.

Made and Declared at _____, between the _____ hours of the _____ day of _____, 20____.

On the _____ day of _____, 20____, at _____.

Sign: _____

Before me: _____

Title: _____

WITNESS	NAME	ADDRESS	DATE	WITNESS	NAME	ADDRESS	DATE
1st	2nd	3rd	4th	1st	2nd	3rd	4th

Ninth Schedule form In this version of the statutory declaration, you: include your name and address set out the facts according to your knowledge, belief, or information declare that you "make this solemn declaration, as to the matter (or matters) aforesaid, according to the law in this behalf made - and subject to the punishment by law provided for any wilfully false statement in any such declaration". Add details or facts to the document but do not sign the form. Take your document to an authorised witness (you may need to book an appointment first). Prove your identity to the witness (if you have known them for less than 12 months). Sign the document in the presence of the authorised witness. You can find a Justice of the Peace (JP) by: Penalties for false declarations You may face a penalty if you: make a statutory declaration that you know to be false or falsely pretend to be an authorised witness and take and receive a statutory declaration. This page explains how to make a statutory declaration in Victoria. Information on statutory declarations regarding Commonwealth matters can be found at ag.gov.au (External link). A statutory declaration is a written statement that you (the declarant) sign and declare to be true and correct in the presence of an authorised witness.

**The University of Toledo
Professional Staff Association (PSA)
Sick Leave Donation Form**
(Please Print)

Name of Donor Employee: (Last, First, Middle)

Rocket Number:

Title of Donor Employee:

Department / Location / Mail Stop:

Office Telephone:

Amount to donate (please check one):

☐ Part Time Employee donate 8 hours (1 day)
one-time donation to sick leave bank to become a member

☐ Full Time Employee donate 16 hours (2 days)
one-time donation to sick leave bank to become a member

I hereby authorize the Payroll/Human Resources Department to deduct from my sick leave balance the number of hours indicated above to be used as sick leave by the Professional Staff Association Sick Leave Bank.

Please sign and return Donation form to Deborah J. Sobczak, PSA SLB Committee Chair, MS 608, if you wish to be a member of the Sick Leave Bank. Donation forms must be received by March 31, 2013.

Signature: _____ Date: _____

For Office Use Only: Date Processed: _____ Initials: _____

By signing it, you agree that the information in it is true. You can be charged with a criminal offence if the information is false. You can receive a fine of up to 600 penalty units, imprisonment for up to 5 years or both. Statutory declarations are used for many purposes, including to: verify insurance claims prove your age apply for sick leave at work. Step 1: Download and fill out the form Step 2: Find someone to witness your declaration Step 3: Complete your declaration If you need assistance when making the statutory declaration Interstate and overseas declarations Witnessing a statutory declaration Step 1: Download and fill out the form To make a statutory declaration in Victoria, download and complete the statutory declaration form below. Fill out the statutory declaration before meeting your authorised witness, but do not sign it. You must sign your statutory declaration in front of your witness. You now need to have your statutory declaration witnessed. Many people can witness a statutory declaration, including: Please note that: authorised witnesses do not have to accept a request to witness a statutory declaration organisations who employ people who are authorised to witness a statutory declaration may not offer this service as an organisation. When making arrangements to have a statutory declaration witnessed, it is best to confirm beforehand that a witness is available at a convenient time and place. A full list of authorised witnesses is below. Under Section 19 of the Oaths and Affirmations Act 2018 (as of 1 March 2019), previously Evidence (Miscellaneous Provisions) Act 1958, the list of persons who may witness statutory declarations includes: A person currently licensed or registered to practice in Australia as one of the following occupations: Architect Chiropractor Conveyancer Dentist Financial adviser or financial planner Legal practitioner Medical practitioner Midwife Migration agent Nurse Occupational therapist Optometrist Patent attorney Pharmacist Physiotherapist Psychologist Trade marks attorney Veterinary surgeon An accountant who meets at least one of the following criteria: Fellow of the National Tax Accountants' Association Member of Chartered Accountants Australia and New Zealand Member of the Association of Taxation and Management Accountants Member of CPA Australia Member of the Institute of Public Accountants Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public Australian Public Service employee engaged on an ongoing basis with 5 or more years of continuous service who is not otherwise authorised Australian Consular Officer or Australian Diplomatic Officer Bailiff Bank officer with 5 or more continuous years of service Building society officer with 5 or more years of continuous service Chief executive officer of a Commonwealth court Clerk of a court Commissioner for Affidavits Commissioner for Declarations Credit union officer with 5 or more years of continuous service Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not otherwise authorised Employee of the Australian Trade and Investment Commission who is authorised in writing by the Secretary of DFAT to collect fees under s 3(d) of the Consular Fees Act 1955, if at a place outside Australia and in the course of the employee's duties at that place Employee of the Commonwealth who is authorised in writing by the Secretary of DFAT to collect fees under s 3(c) of the Consular Fees Act 1955, if at a place outside Australia and in the course of the employee's duties at that place An engineer who meets at least one of the following criteria: A member of Engineers Australia, other than a student A Registered Professional Engineer of Professionals Australia Registered as an engineer under a law of the Commonwealth or a State or Territory Registered on the National Engineering Register by Engineers Australia Finance company officer with 5 or more years of continuous service Holder of a Commonwealth statutory office not otherwise specified For example, Director of the Australian Institute of Family Studies IBAC Officers Judge Justice of the Peace Local government Councillor Magistrate Registered marriage celebrant Master of a court Member of the Australian Defence Force who meets at least one of the following criteria: An officer A non-commissioned officer with 5 or more years of continuous service A warrant officer Member of the Australasian Institute of Mining and Metallurgy Member of the Governance Institute of Australia Ltd Member of the Parliament of a State Member of a Territory legislature Member of a local government authority Registered minister of religion Notary public, including a notary public exercising functions at a place outside either the Commonwealth or the external Territories of the Commonwealth Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public Permanent employee with 5 or more years of continuous service who is not otherwise specified, if employed at one of the following: State Territory State authority Territory authority Local government authority Police officer Police reservist Protective service officer (PSO) Registrar, or Deputy Registrar, of a court A school principal Senior executive employee of a Commonwealth authority Senior executive employee of a State or Territory Senior Executive Service employee of the Commonwealth Sheriff Sheriff's officer State Trustees officer or employee with a classification level of 2 or above Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution Transport Accident Commission officer or employee with a classification of level 2 or above VicRoads officer or employee with a classification of level 2 or above Victorian Inspectorate Officer A Victorian Public Service employee with a prescribed classification level of 2 or above For example, a project officer employed as a VPS4 or an administrative assistant employed as a VPS2 Victorian WorkCover Authority officer or employee with a classification of band 2 or above Any authorised affidavit taker, including: A judicial officer For example, a judge or magistrate An associate to a judicial officer An honorary justice The prothonotary or a deputy prothonotary of the Supreme Court The registrar of probates or an assistant registrar of probates The registrar or a deputy registrar of the County Court The principal registrar, a registrar or a deputy registrar of the Magistrates' Court The principal registrar, a registrar or a deputy registrar of the Children's Court The principal registrar, a registrar or a deputy registrar of VCAT The principal registrar or a registrar of the Coroners Court A member of VCAT A member or former member of either House of the Parliament of Victoria A member or former member of either House of the Parliament of the Commonwealth A public notary A senior officer of a Victorian municipal Council who meets one of the following criteria: Chief Executive Officer A member of Council staff with management responsibilities and reporting directly to the Chief Executive Officer Any other member of Council staff earning a salary of at least \$124,000 (or a higher threshold, if specified by the Minister under s 97B of the Local Government Act 1989) A fellow of the Institute of Legal Executives (Victoria) A person acting judicially For example, an arbitrator or any person or body with authority to hear, receive and examine evidence Any other officer or person empowered, authorised or permitted by or under any Act or rules of a court or rules of a tribunal to administer affidavits Step 3: Complete your declaration You can complete your declaration in person or online. You cannot certify copies of documents online. If you need to attach a certified copy, you must get the documents certified in person. Completing your declaration in person Arrange to meet your witness When making arrangements to have a statutory declaration witnessed, it is best to confirm beforehand that a witness is available at a convenient time and place. Sign and initial each page When you and your authoring witness are together you both need to: sign or initial any alteration to the statutory declaration sign or initial each page. Complete and sign an exhibit certificate for each attached document If the statutory declaration refers to a separate document, you must sign a certificate attached to the document identifying it as an exhibit to the statutory declaration. The authorising witness must sign the certificate and insert their qualification as a statutory declaration witness. Then in front of the witness you must say: 'I, [your full name] of [your address], declare that the contents of this statutory declaration are true and correct.' Sign and date the last page You must sign and date the last page of the statutory declaration. The witness must sign and write, type or stamp: their name personal or professional address, and their qualification as a statutory declaration witness. The statutory declaration is now complete. Completing your declaration online Arrange to meet your witness online When completing a statutory declaration online, you should consider the following: How will you meet online? For example, through Zoom or Skype. How will you send documents to one another? This could be through fax, email or some other way of electronically sending documents. Do you want to use a scanned copy or an electronic copy of the statutory declaration? Do you have access to a scanner and printer? Sign the statutory declaration During your live audio visual link you must: sign or initial any alteration on each page sign or initial each page Complete and sign an exhibit certificate for each attached document If the statutory declaration refers to a separate document, you must sign a certificate attached to the document identifying it as an exhibit to the statutory declaration. Exhibit certificate template If you need to attach a certified copy of a document, you must get the document certified in person first. If you already have a certified copy, you can use this document in the online process. Say the declaration out loud Then in front of the witness you must say: 'I, [your full name] of [your address], declare that the contents of this statutory declaration are true and correct.' Sign and date the last page sign and date the final page sign and date each certificate (if any). write, type or stamp your name and address. The signature can be made electronically, for example by signing a PDF version on a tablet, smartphone or laptop using a stylus or finger. You can also physically sign a hardcopy version of the document and then scan it. Send all the documents to the witness Send the signed declaration and certificates and documents (if any) to the witness You can use email, fax or any other method of electronically transmitting the document. Ask the witness to sign the documents The witness must sign the statutory declaration and certificates (if any) and send them back to you. The witness must: sign or initial any alteration on each page sign or initial each page sign any certificates that are attached to documents and write, type or stamp a statement that indicates the certificate was witnessed online, for example: "This certificate was witnessed by audio visual link in accordance with the Oaths and Affirmations Act 2018." sign and date the final page write, type or stamp a statement that indicates the certificate was witnessed online, for example: "This document was made in electronic form and was witnessed by audio visual link in accordance with the Oaths and Affirmations Act 2018." This can be completed using handwritten signatures or electronic signatures. The witness may use a scanned or electronic copy of the statutory declaration to complete these requirements. The witness sends the documents back to you The witness must send the statutory declaration back to you The witness must fax, email, scan or use some other method of electronically transmitting the document back to you. The statutory declaration is now complete. If you need assistance when making the statutory declaration Sometimes you may need help when making a statutory declaration, such as someone translating a document for you. The person helping must also be present in person or by audio visual link when the statutory declaration is signed. After the person making the statutory declaration and the witness have both signed the document, the person who is helping needs to indicate their involvement. They will write or type: their name and address an explanation of what kind of help they provided the following statement: "Assistance was provided by audio visual link in accordance with the Oaths and Affirmations Act 2018." The person helping will then return the document to the person making the statutory declaration to finalise the statutory declaration. Interstate and overseas declarations You can complete a Victorian statutory declaration while interstate or overseas. Your witness' role or employment needs to be on the list of appropriate witnesses. You need a Commonwealth statutory declaration if your matter relates to: the Commonwealth, such as passport and visa matters the Australian Capital Territory (ACT), and other Territories. Go to ag.gov.au (External link) for more information. Witnessing a statutory declaration If you've been asked to witness a statutory declaration, please see the information for authorised witnesses.