

## Specialist Accreditation

### Leave of Absence Request

Before completing this form please refer to the Information for Accredited Specialist booklet available from [lawsociety.com.au/specialists](http://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 on the details below during your leave of absence period.

Law Society Member Number:

Area of accreditation:

First name:

Other names:

Surname:

Postal Address:

Email Address:

Phone Number:

Principal Place of Practice:

## Section B - Requirements

I hold a current/active accreditation

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:

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

Signature:

Date:

### Specialist Accreditation Scheme

T: (02) 9926 0305 E: [specialists@lawsociety.com.au](mailto:specialists@lawsociety.com.au)

[www.lawsociety.com.au/specialists](http://www.lawsociety.com.au/specialists)



## 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.

## Submitting Renewal Form

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

 **Option 1 - by email**

Scanned and emailed to [specialists@lawsociety.com.au](mailto:specialists@lawsociety.com.au)

**Note:** Please ensure your scanned form does not exceed the file size of 4MB.

OR

 **Option 2 - by courier or post**

**Specialist Accreditation Scheme**

The Law Society of New South Wales  
170 Phillip Street, Sydney 2000  
OR  
DX 362 SYDNEY

**Note:** We do not accept faxed forms.