

Leave Request Form

This form is for employees to use to apply to take annual leave. For more information about leave entitlements and obligations, visit www.fairwork.gov.au/leave.

Employee's details

First name:

Surname:

Payroll number:

Period of leave

Start date: End date:

Comments:

Leave type

Please tick the appropriate box(es). If you are applying for more than one type of leave, please specify the details in the comments section provided above.

- Annual leave Number of days: _____
- RDO Number of days: _____
- Leave without pay** Number of days: _____

**** Reason must be stated below:**

Note: IF AN EMPLOYEE DOES NOT HAVE SUFFICIENT LEAVE ACCRUALS, THE APPLICATION WILL BE TREATED AS LEAVE WITHOUT PAY

****Reason:**

Signature of employee: _____ Date: ____ / ____ / ____

Approval of leave (to be completed by host supervisor/employment consultant)

Approved Name of manager/supervisor:

Host signature: _____ Date: / /

EC Signature : _____ Date: / /

For LWOP only GTC approval: _____ Date: / /