

Leave Application

I, wish to apply for

weeks, and or days, and or hours of

Choose ONE

Annual Leave

Annual Leave Cash up (max. 1 week per year)

Sick Leave

Special Leave: Reason

Alternative/Lieu Leave

Unpaid Leave: Reason

Starting from

Ending on

Returning to work on

I understand and agree that:

if leave is overpaid, or paid in error, or is paid in advance of my legal entitlement, that any overpayment may be recovered from my wages, or by a debit against future entitlements, or by a refund to my employer

OFFICE USE ONLY

Balance remaining
from last anniversary

- Hours
 Days
 Weeks

Estimated balance
to date

Leave requested

Leave to be paid

Approved

Declined