

Leave Application



RJM Programming
Software Need Not
Be Hard

Send completed form via email rmetcalfe@rjmprogramming.com.au

Phone: (02) 95183479

Applicant's Details

Surname: _____	
Other names: _____	Staff no.: _____
Classification: _____	
Work location: _____	

Leave Applied For

Whole Days: Provide leave dates only.
Part Days: Provide the leave dates and the leave start and stop times.
Part Day which spans the lunch break: Provide separate start and stop times before and after lunch.

Leave Type	First Date	Last Date	For part days only		Nature of Illness or Reason for Absence (Required only Sick Leave, Family Leave or Special Leave)	Supporting documents attached (tick box)
			Leave Start Time 24 Hr Time	Leave Stop Time 24 Hr Time		
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Flexi Leave / ADO / RDO / Time in Lieu Dates

(NB: Flexi Leave, Accrued Days Off, Rostered Days Off or Time in Lieu taken during this leave must be shown)

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Annual Leave Loading

<input type="checkbox"/> Please arrange payment of annual leave loading for the above period of recreation leave.

Payroll Advance Payment (NB: This application must be forwarded not later than three weeks before the date on which payment is required)

<input type="checkbox"/> Please arrange payment in advance on: Date: _____ (The last pay day prior to commencement of leave)
of salary due to me for the following period(s) ending _____

Applicant Declaration

I declare that the information supplied on this form is true and complete.	
Signature of Applicant: _____	Date: _____
Remarks: _____	

Manager's Approval

I approve this application is correct and complies with policy.	
Name (print): _____	_____
Date: _____	Position: _____

