

Leave Application



RJM Programming
Software Need Not
Be Hard

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

Phone: (02) 95163479

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

Please arrange payment of annual leave loading for the above period of recreation leave.

Payroll Advance Payment

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 certify that the leave application is correct and complies with policy."

Signature: _____

Name (print): _____

Date: _____

Position: _____