

**LEAVE FORM**

Approved by Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No X _____
---

**EMPLOYEE TO COMPLETE**

<b>Employee Name:</b> _____			
<b>Position:</b> _____		<b>Location:</b> _____	
<b>Dates Required:</b> <i>(Include times if req.)</i>	<b>Commencement of Leave Date:</b>		<b>Last Day of Leave:</b>
	Date: _____	Time: _____	Date: _____ Time: _____
<b>Type of Leave:</b> <span style="float: right;"><i>Indicate with <input checked="" type="checkbox"/></i></span>			
<input type="checkbox"/> Annual Leave <input type="checkbox"/> FLEX <i>[3 hrs+ when only FLEX]</i> <input type="checkbox"/> Study <input type="checkbox"/> Leave Without Pay <input type="checkbox"/> TOIL <i>[3 hrs+ when only TOIL]</i> Please note: TOIL always marked when in conjunction with any other leave	<input type="checkbox"/> Personal → → → <input type="checkbox"/> Long Service Leave <input type="checkbox"/> Compassionate <input type="checkbox"/> Other _____	<b>Personal Leave – Type/Purpose</b> <input type="checkbox"/> Sick <input type="checkbox"/> Carer's <input type="checkbox"/> Religious <input type="checkbox"/> Other <input type="checkbox"/> Personal _____ Emergency	
<b>Total Number of Days:</b> _____ Days	<b>Breakdown:</b> _____		
<b>Total Number of Working Hours required:</b> _____		_____ Hours <i>(as per standard hours worked per designated day)</i>	
<b>Signature of Employee:</b> _____			<b>Date:</b> ____/____/____

*If your reason for leave is confidential and you do not wish to disclose on this form, you will need to discuss this with your manager. While the Guild will endeavour to accommodate your leave request (at the date and time requests) **approval of your leave application is not automatic.***

*If you are intending to book travel or accommodation, you should not confirm bookings until you receive notice that your application has been approved. The Guild accepts no liability for any costs incurred for loss of deposits or change or travel plans.*

**MANAGER TO COMPLETE**

The above leave is:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
<i>Where leave is approved Is relief Staff arranged?</i>	<i>Where leave is not approved? Have you discussed this with the employee?</i>	
<b>Signature of Manager:</b> _____		<b>Date:</b> ____/____/____

✂ .....

**Notification of Leave Approval** *(once your application has been processed this portion of the form will be returned to you advising you as to whether or not your application has been approved)*

<b>Employee's Name:</b> _____			
<b>Section/Location:</b> _____			
<b>Leave Request:</b>	<b>From:</b> _____	<b>To:</b> _____	<b>Type:</b> _____
<b>Your Leave Application has been:</b>	<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved