Leave Request Form

Instructions: Complete the details below in the ‘Staff Member to Complete’ box and give to management for approval.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff Member to Complete** | | | | | |
| Name: | | |  | | |
| Date: | | |  | | |
| Dates Leave Requested: | | |  | | |
| Times Requested (if partial day): | | |  | | |
| Reason for leave: | | |  | | |
| Type of leave (please tick): | | | | | |
| Annual Leave |  | | | Long Service Leave |  |
| Personal Leave |  | | | Leave without pay |  |
| Bereavement Leave |  | | | Time in Lieu |  |
| Pandemic Leave: | |  | | Other (please specify): |  |
| Annual Leave at half pay (please pay the \_\_\_ weeks over \_\_\_ of weeks) | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completion** | | | |
| Employee Signature |  | Date |  |
| Manager Approval |  | Date |  |

**Additional Leave in Advance Agreement:**

Note: If the period of annual, personal or long service leave requested is in excess of the leave balance accrued by the employee at the time of taking the leave, then this payment is subject to approval by management. Where this situation exists, in signing this form, both parties agree that the employee will take the paid leave before they have accrued the entitlement and the employee agrees that if, on termination of their employment, for any reason, should the employee have a negative leave entitlement, the employer may deduct from any money due to the employee on termination an amount equal to the negative leave entitlement. If the employee is under 18 years of age, their parent/guardian must also sign below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agreement** | | | |
| Amount of leave to be taken in advance is: and commences on: \_\_\_ /\_\_\_ /\_\_\_ | | | |
| Employee Signature |  | Date | \_\_\_ /\_\_\_ /\_\_\_ |
| Parent/Guardian  *(if under 18 years of age)* |  | Date | \_\_\_ /\_\_\_ /\_\_\_ |
| Manager Approval |  | Date | \_\_\_ /\_\_\_ /\_\_\_ |