### <insert name of employer>

# Application for Leave

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Leave applied for | Starting | Ending | Number of work days |
| Annual Leave |  |  |  |
| Personal/Carer’s Leave  (including sick leave) |  |  |  |
| Compassionate Leave |  |  |  |
| Unpaid Carer’s Leave |  |  |  |
| Parental Leave |  |  |  |
| Unpaid Annual Leave |  |  |  |
| Other Leave (jury duty, long service leave, community service) |  |  |  |

|  |  |  |
| --- | --- | --- |
| Less | Holiday and date/s | Number of work days |
| Public holidays in this period |  |  |
| Days in lieu owing |  |  |
| RDOs owing |  |  |
| Total number of annual leave days |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by applicant |  | Date |  |
| Approved by manager |  | Date |  |
| **Comments** | | | |