



## Leave Application Form

This page is for employees to complete in order to apply for annual leave, personal leave (sick leave), carer's leave or long service leave. For more information about leave entitlements and obligations, visit [www.fairwork.gov.au/leave](http://www.fairwork.gov.au/leave).

<b>Employee First Name</b>	
<b>Employee Last Name</b>	
<b>Position</b>	
<b>Contact Number:</b>	

### Leave Type

Please select the appropriate box below. If you are applying for more than one type of leave, please provide more information in the comments section provided.

*Please note: Upon termination of employment, leave taken that has not been accrued can be withheld from wages.*

- Annual Leave
- Long Service Leave
- Personal Leave, Sick Leave
- Carer's Leave
- Leave Without Pay

### Comments:

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### Period of Leave

*Please note: Do not include any RDOs, public holidays, or substituted days in the total.*

<b>Last date of work:</b>	
<b>Date of return to work:</b>	
<b>Total number of working days off:</b>	
<b>Comments:</b>	

<b>Signature of employee:</b>		<b>Date:</b>	
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## Leave Approval

This page is for franchisees or managers to complete in order to approve or refuse leave applications.

### Approval of Leave:

- Approved**
- Not Approved**

<b>Reason for refusal (if applicable):</b>    
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<b>Approved or Refused by:</b>	<b>Date:</b>

*A copy of this form must be kept on record. Employees must be advised on the outcome of their leave application. Employees cannot unreasonably refuse an employees request to take paid annual leave.*