

Form

Form Name:	Leave Request Form
Updated:	June 2019
Endorsed By:	Directors
Form Code:	FORM002

01. FORM

This form is for employees to use to apply to take annual leave, long service leave, carers leave or parental leave. For more information about leave entitlements and obligations, visit www.fairwork.gov.au/leave

02. EMPLOYEES DETAILS

First Name:

Surname:

Position:

Contact Phone:

03. TYPE OF LEAVE

- Annual leave (full pay)
- Leave without pay
- Long service leave
- Parental leave **parental leave request must include completion of "FORM009 - Statutory Declaration"*
- Compassionate leave
- Carers leave
- Family & Domestic Violence Leave
- Day In Lieu

Justification for "Day In Lieu" request: _____

04. PERIOD OF LEAVE

First Date of Leave:

Last Date of Leave:

Returning to Work:

Total Working Days:

Comments:

05. AUTHORISATION

Please sign and date below:

Employee

____/____/____
Date

Authorisation Manager

____/____/____
Date

Note: once approved please forward the original to Accounts and a copy to the employee

Related Resources, Tools and Links

- Further information on Leave Entitlements can be found at <https://www.fairwork.gov.au/leave>
- POL010 – Parental Leave Policy
- POL011 – Leave Entitlement Policy

Contact & Further Information

For further assistance please contact your direct manager.

Form Owner

Directors – RJA

Note: This form does not form part of any contract between you and RJA. It must be used for application purposes only and in accordance with applicable legislation. It is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this form is not intended to give rise to contractual obligations binding on the Company. This form may be varied from time to time.