[Insert organisation name/logo]

# EMPLOYEE LEAVE APPLICATION FORM

|  |  |
| --- | --- |
| **Employee name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Leave type** | **From** **(inclusive)** | **To** **(inclusive)** | **Hours/ days** |
| **Recreation** |  |  |  |
| **Sick**  |  |  |  |
| **Carers / Compassionate** |  |  |  |
| **Study** |  |  |  |
| **Parental - Paid** |  |  |  |
| **Parental - Unpaid** |  |  |  |
| **Long Service** |  |  |  |
| **Community Service** |  |  |  |
| **[insert other type of leave]** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee signature**  |  | **Date** |  |

|  |
| --- |
| **Approved by supervisor** |
| **Supervisor’s name**  |  |
| **Position**  |  |
| **Signature** |  | **Date** |  |

|  |
| --- |
| **Administration officer use only** |
| **Applied to fortnightly pay**  |  | **To** |  |
| **Processed on** |  |
| **Name**  |  | **Signature** |  |