[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** | |  |