electrogroup
apprenticeships and training

APPLICATION FOR LEAVE - FORM

Full Name: _____ Phone #: _____ Mobile #: _____

Address: _____ Post Code:_____

Current Host Employer: _____

Type of Leave e.g. Annual leave, leave without pay	First day of leave (day & date	Last day of leave (day & date	No. of public holiday during period	No. of RDO's taken during period	No. of Annual Leave days taken during period	Total leave days	First day back at work (day & date)
Example only Annual Leave	Friday 21/12/07	Friday 11/01/08	3	1	11	15	Monday 14/01/08

Note: exclude Saturdays and Sundays from all entries above

_____ ___/___/___
Applicant Signature Date

_____ _____ ___/___/___
Host Employer (please print) Signature Date

_____ ___/___/___
Approved by EGA Date

NOTE: TIMESHEETS MUST BE SUBMITTED FOR ALL WEEKS WHILST ON ANNUAL LEAVE

OFFICE USE ONLY

☐ Entitlement Hours Checked _____ hrs ☐ Arrow/GTPac By: _____ Date: ___/___/___ ☐ Database By: _____ Date: ___/___/___ ☐ Employee File By: _____ Date: ___/___/___