CAMERON OUTDOOR

LEAVE APPLICATION
(to be completed and submitted to Office for all absence of leave)

PERSONAL DETAILS:

Name: …… Position: ……

Supervisor: ……

TYPE OF LEAVE:

		☑	No of Days
1.	Annual Leave	☐	…….
2.	Carer's Leave	☐	…….
	Total No of Days		……..

Pay Office Use

1. ……..
2. ……..
3. ……..
4. ……..
5. ……..
6. ……..

Total ……..

LEAVE TO BE TAKEN:

Day …….. From ……/……/…….. (first day of leave)

Day …….. To ……/……/…….. (last day of leave)

Day …….. Date of Return to Work: ……/……/……..

Pay Office Use

APPROVAL:

Applicant: …… Date: ……/……/……..
(Print Name and Sign)

Supervisor: …… Date: ……/……/……..
(Print Name and Sign)

Office Manager: …… Date: ……/……/……..
(Print Name and Sign)

Note: ***All Signatures must be present in order for leave to be paid. Un-authorised Leave will be processed as un-paid until further documentation is provided.***

If there is a change of day/s dates for this leave, a new form with the total days/dates is to be submitted with the word 'AMENDED' clearly written on it.

PLEASE FORWARD TO PAY OFFICE
Annual Leave will be paid on a week by week basis as with normal pay unless specifically requested in writing.