

Sample Leave Application Form

First Name:

Surname:

I wish to apply for the following leave:

- Annual
- Personal/Carer's
- Unpaid Carer's
- Compassionate
- Parental
- Long Service
- Community Service
- Unpaid

On and from (1st day)	To and including (last day)	Days	Hrs

Details of Special Leave

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.....
.....

Signature: _____ Date: _____
(Employee)

Office Use Only

Leave- Approved / Not Approved

Reason:

Signature _____ Date _____
(Manager)