**LEAVE APPLICATION**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on **(03) 8662 5222**.

Disclaimer

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## **LEAVE APPLICATION**

|  |
| --- |
| Leave Application |
| Employees Name |  | ID No. |  |
| Department |  | Leave Code |  |
| Position Title |  | No. of Days |  |

First Day of Leave: MON TUES WED THURS FRI SAT SUN Date: [DAY/MONTH/YEAR]

Last Day of Leave: MON TUES WED THURS FRI SAT SUN Date: [DAY/MONTH/YEAR]

First Day Back at Work: MON TUES WED THURS FRI SAT SUN Date: [DAY/MONTH/YEAR]

Part Day: YES / NO \_\_ \_\_: \_\_ \_\_ AM / PM to \_\_ \_\_: \_\_ \_\_ AM / PM

Single Day: YES / NO Multi Day: YES / NO Hours in Total \_\_\_\_\_\_

Evidence Provided (Doctor’s Certificate / Statutory Declaration): YES / NO

Employee’s Signature: Date:

## Approved/Declined

Manager’s Name: Department:

Manager’s Signature: Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Leave Type | Code | Leave Type | Code |
| Annual Leave | AL | Unpaid Annual Leave | UL |
| Personal Leave | PL | Unpaid Personal Leave | UPL |
| Carer’s Leave | CL | Unpaid carer’s leave | UCL |
| Compassionate Leave | CPL | Unpaid Compassionate Leave | UCPL |
| Long service Leave (Full Pay) | LSL(F) | Long Service Leave (Half Pay) | LSL(H) |
| Paid Parental Leave (employer provided) | PPL | Unpaid Parental Leave | UPPL |
| SES Leave | SES | Army Reserves Leave | ARMY |
| Jury Duty (first 6 days) | JURY | Jury Duty (thereafter) | JURY |
| Time off in lieu | TOIL | Study/Exam Leave | STUDY |
| Other | OT |  |  |