

Employee's details

Date:	
Employee Name:	

Leave Type

Annual Leave Personal/Careers Leave Leave without pay Long Service Leave Other

Note: - Upon termination of employment, leave taken that has not been accrued (paid in advance) can be withheld from wages.

First day of leave: (Date)	Last day of leave: (Date)	Return to work on: (Date)	Total Number of Leave Days:

Comments by employee:

Checks required before approval

Immediate Supervisor		Leave is	
Name	Signature	Convenient	Not Convenient
		<input type="checkbox"/>	<input type="checkbox"/>
If not convenient please tick a box/s or state why; <input type="checkbox"/> Needed for production requirements <input type="checkbox"/> Detriment to the operational requirements <input type="checkbox"/> Insufficient notice <input type="checkbox"/> Other _____			

Department Supervisor (If unknown leave blank)

Department Supervisor (If unknown leave blank)		Leave is	
Name	Signature	Convenient	Not Convenient
		<input type="checkbox"/>	<input type="checkbox"/>
If not convenient please select a box or state why;			

Approval of leave (to be completed by Emms Management)

Leave, <input type="checkbox"/> Approved <input type="checkbox"/> Not approved		

Name	Signature	Date

Please notify employee immediately.