Apprentice Leave Application (FIN-PA006-01)



This form comes from the following procedure: FIN-PA006 Apprentice Leave Procedure

ANNUAL LEAVE TO BE SUBMITTED TO GTNT TWO (2) WEEKS PRIOR TO TAKING LEAVE

Code Description Code Description Code AL Annual Leave COM Compassionate Leave LWOP Leave Without Pay SL Sick Leave W/C Workers Compensation OTH Other Apprentice Name:	This form can be used for the following leave options:									
Sick Leave W/C Workers Compensation OTH Other Employee Details Apprentice Name:	Code	Description	Code	Descriptio	on		Code			
Employee Details Apprentice Name:	AL	Annual Leave	СОМ	Compassionate Leave		2	LWOP	Leave Without Pay		
Apprentice Name:	SL	Sick Leave	W/C Workers Compensation		on	OTH	Other			
Host Employer: Contact: Apprentice Signature: Date: Code First day of leave Last day of leave From am/pm To Lunch Break Taken Hours (Payroll use only) (Payroll use only) (Itick) All relevant documents attached. Le. Medical Certificate Other Leave Details: Compassionate Leave: Relationship to person: E.g. Grandmother Note: Note: Corrandparent, Grandchild, Sibling or a Child, Parent, Grandparent, Grandchild or Sibling of the employee's Spouse, De Facto Partner, Child, Parent, Grandparent, Grandchild, Sibling or a Child, Parent, Grandparent, Grandchild or Sibling of the employee's Spouse or De Facto Partner, Child, Parent, Grandparent, Grandchild or Sibling of the employee's Spouse or De Facto Partner. Shift worker's only: Leave to be paid as per shift roster? Yes No Reason if unapproved? Yes Signature:	Employee Details									
Apprentice Signature:	· ·									
Type of Leave Requested Code First day of leave From am/pm am/pm am/pm (for part day leave only) / / / / / / / ////////////////////////////////////										
Code First day of leave Last day of leave From am/pm To am/pm Lunch Break Taken (for part day leave only) Hours (Payroll use only) / / / / / / / / / / / / / /// //// //// ////// ////// ////// ////// ////// ////// ////// ////// ////// /////// ////// ////// /////// ///////// /////// ///////// //////// ////////// //////// //////// ///////// ///////// ///////// ///////////// ////////////////// ////////////////////////////////////	Apprentice Signature:				Date: <u>/ /</u>					
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Note: This document is deemed UNCONTROLLED once printed.