

# Annual leave and long service leave application form

This form is for employees to use to apply to take annual leave or long service leave.

## Employee's details

First name:

Surname:

Position:

Contact phone number:

## Leave type

*Please tick the appropriate box(es). If you are applying for more than one type of leave, please specify the details in the comments section provided.*

- Annual leave (full pay)
- Annual leave (half pay)
- Annual leave in advance

*Note: Upon termination of employment, leave taken that has not been accrued can be withheld from wages.*

- Leave without pay
- Long service leave

Comments:

## Period of leave

Last day of work:

Return to work date:

Total number of working days off:

*Note: Do not include any RDOs, public holidays, or substituted days in the total.*

Comments:

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Approval of leave** *(to be completed by manager/supervisor)*

Approved       Not approved

Reason for refusal *(if applicable)*:

Name of Principal/Director:

Signature of Principal/Director: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Keep a copy of this form as a record and ensure you advise your employees if you approve or do not approve their proposed leave. You cannot unreasonably refuse an employee's request to take paid annual leave.*

*Fair Work Ombudsman is committed to providing useful, reliable information to help you understand your rights and obligations under workplace laws.*

*It is your responsibility to comply with workplace laws that apply to you.*

*The information contained in this publication is:*

- general in nature and may not deal with all aspects of the law that are relevant to your specific situation; and*
- not legal advice.*

*Therefore, you may wish to seek independent professional advice to ensure all the factors relevant to your circumstances have been properly considered.*