CROWLEY EXCAVATION PTY. LTD.	**LEAVE APPLICATION FORM** ***Please submit this application at least 2 weeks prior to your intended leave period.*	
Date:		
Employee:		
Job Title:		
Job Status:	☐ **Permanent**	☐ **Full Time**
	☐ **Casual**	☐ **Part Time**
LEAVE DETAILS	***Please select from one of the following leave options below. Please note:* ***RDO - Roster Day Off*** *- See over page for details.* ***P/H - Public Holiday*** *- See over page for details.*	
☐	**Annual Leave / Holiday Leave**	
Leave Date:	**Day:**	
Return Date:	**Day:**	
Total Work Days:	**RDOs included:**	**P/Hs included:**
☐	**Leave Without Pay**	
Leave Date:	**Day:**	
Return Date:	**Day:**	
Total Work Days:	**RDOs included:**	**P/Hs included:**
☐	**Sick Leave / Personal Leave**	
Leave Date:	**Day:**	
Return Date:	**Day:**	
Total Work Days:	**RDOs included:**	**P/Hs included:**
☐	**Other Leave**	
Leave Date:	**Day:**	
Return Date:	**Day:**	
Total Week Days:	**RDOs included:**	**P/Hs included:**
COMMENTS	***Please attach doctors certificate/letter if applicable, and make any other relevant comments below:*	
Employee's Signature:		
☐	**Approved by Management**	
Director's Signature:		**Date:**

CIVIL CONTRACTORS FEDERATION

VICTORIAN CONSTRUCTION INDUSTRY RDOs & PUBLIC HOLIDAYS 2015

Month	RDO / P/H	Day / Date
January:	New Years Day	Thursday 01
	Australia Day	Monday 26
	38 hr RDO	Tuesday 27
February:	38 hr RDO	Monday 23
March:	Labour Day	Monday 09
	38 hr RDO	Tuesday 10
April:	Good Friday	Friday 03
	Easter Monday	Monday 06
	38 hr RDO	Tuesday 07
	ANZAC Day	Friday 24 in lieu of Saturday 25
	38 hr RDO	Monday 27
May:	38 hr RDO	Monday 25
June:	Queen's Birthday	Monday 08
	38 hr RDO	Tuesday 09
July:	38 hr RDO	Monday 06
August:	38 hr RDO	Monday 03
September:	38 hr RDO	Monday 07
October:	38 hr RDO	Monday 12
November:	38 hr RDO	Monday 02
	Melbourne Cup Day	Tuesday 03
December:	38 hr RDO	Thursday 24 in lieu of Tuesday 29
	Christmas Day	Friday 25
	Boxing Day	Monday 28 in lieu of Saturday 26

***Crowley Excavation Pty Ltd is a FULL MEMBER of the Civil Contractors Federation. Please Note: This Calendar should be taken as a guide only and amendments are possible.*