

APPRENTICE

EMP No: _____

- Employees should not have more than 4 weeks annual leave accrued at any one time.
- Annual leave cannot be cashed out if you have less than 4 weeks accrued.
- **No Unpaid Leave** unless all Annual Leave and RDO's have been used and is at the discretion of the General Manager of EGT.
- For any absences due to illness or injury, an employee must provide a medical certificate.
- Paid personal leave may be taken as paid sick leave or paid carer's leave - complete Personal Leave Reason/Notes section on this form.

Date of Leave: _____/_____/201____
(Last Day Worked) (1st Day of Leave) (1st Day Back at Work)

Total Working Days: Total Annual RDO Personal
(Count Mondays to Fridays Only)

Pay To Be Paid: Weekly In Advance (Lump Sum Payment of Leave Requested)

Will You Be Travelling Overseas? Yes No If Yes, Country: _____

Will You Be Attending College/TAFE? Yes No If No, Apprentice to contact College/TAFE

Personal Leave Reason / Notes: _____

Apprentice Signature: _____ **Date:** _____/_____/201____

- ✓ **Apprentice MUST submit timesheet/s during this leave period (timesheets can be submitted in advance).**
- ✓ **An EGT Leave Application form must be completed and approved at least one (1) month prior to the commencement of leave, (as per the Collective Agreement 2009-2014, Section 8.4).**
- ✓ **Once signed by your Host Employer - Fax or Email to: (08) 6241 6199 or GTOOperations@necawa.asn.au**

HOST EMPLOYER APPROVAL:

Company Name: _____

Supervisor Name: _____

Supervisor Signature: _____

Date Approved: _____/_____/201____

Replacement Apprentice Required? Yes No

OFFICE USE ONLY:

Operations Officer Entered: _____ Date: ____/____/201____
Unpaid Leave Approved By: _____ Date: ____/____/201____
Unpaid Leave Comments: _____

RDO BALANCE: _____
A/L BALANCE: _____
SICK/PERSONAL: _____ or N/A
TOTAL: _____