# Annual leave and long service leave application form

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| This form is for employees to use to apply to take annual leave or long service leave.For more information about leave entitlements and obligations, visit [www.fairwork.gov.au/leave](http://www.fairwork.gov.au/leave/pages/default.aspx). |

## 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 manager/supervisor:  |  |

Signature of manager/supervisor: 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. |