



Application For Leave

Print Name: _____

Employee Number: _____

Department/ Location: _____

Type of Leave	From	To	Total Days
Annual Leave			
Personal Leave			
Medical Certificate Required			
Bereavement Leave			
Parental Leave			
Carer's Leave			
Long Service Leave			

Certificate Attached

☐ Yes ☐ No

Paid

☐ Yes ☐ No

Manager:

Signature/Date

Employee:

Signature/Date

Payroll / HR:

Date:

- **Applications not completed in full and without all signatures will not be accepted by HR**
- **Only after Management approval can the Employee submit the leave on the online ESS system.**
- **Once signed by the Manager and Employee the form must be forwarded to HR**

If you have any questions regarding the above, please see your supervisor regarding definitions of Leave Entitlements as outlined by *The Department of Consumer and Employment Relations*



Employee Declaration

In the case that you utilise a Company Vehicle and you do not intend on utilising your vehicle during your leave (interstate, overseas), you are instructed to complete the below Declaration which must be submitted with your completed leave application. At the time of your leave, you will need to handback your vehicle and upon your return you will be placed back into your previous vehicle or a new car will assigned. Please note that you must make arrangements with Sales Management in relation to handback and picking up your vehicle, this will be the responsibility of the employee taking the leave.

Business trips: employees must completed the declaration when flights are booked. Company cars are to be left at MBS, MBB or MBM Airport when flying interstate. No airport parking allowed.

I, declares that from
..... to a Company Motor Vehicle
was not available to me for private use. The total number of days equates
to..... this is inclusive of all working days in addition to any and all Saturdays
and Sundays.

Name: _____

Signed: _____

Date: _____