



## Application For Leave

**Print Name:** \_\_\_\_\_

**Employee Number:** \_\_\_\_\_

**Department/ Location:** \_\_\_\_\_

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

**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

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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 be 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 complete 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: \_\_\_\_\_