


Title:	<b>Application for Leave</b>	 <b>KGT</b> KGT Employment <i>Your Local Apprentice          Employment Network Member</i>
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Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Leave Date FROM: \_\_\_\_\_ TO: \_\_\_\_\_ Inclusive

Total Number of Work Days: \_\_\_\_\_

**LEAVE BEING APPLIED FOR**

ANNUAL LEAVE	<input type="checkbox"/>	PERSONAL LEAVE	<input type="checkbox"/>
LEAVE WITHOUT PAY	<input type="checkbox"/>	PARENTAL LEAVE	<input type="checkbox"/>
RDO	<input type="checkbox"/>		
<b>COMPASSIONATE LEAVE (Note: by signing, host employer confirms this leave type is appropriate and accepts the cost for this leave)</b>			<input type="checkbox"/>
<b>JURY SERVICE (Note: will only be paid when accompanied by court approved claim documentation to recover costs from court, otherwise it will be deemed the employee has claimed the wage subsidy direct from the court and is not entitled to any further payment)</b>			<input type="checkbox"/>

APPROVED  NOT APPROVED

Employees Signature: \_\_\_\_\_

Host Employers Signature: \_\_\_\_\_

KGT Field Officer Signature: \_\_\_\_\_

**Office Use Only:**

Entered in employee leave record (Attached)	Yes / No
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