

Version 4
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by: MHR

**HUNTER-V-TEC
APPRENTICE/TRAINEE/SCHOOL BASED
ANNUAL LEAVE APPLICATION**



File No: INTRANET
- Apprentice/
Trainee Leave
Application
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ANNUAL LEAVE APPLICATION

To be completed as soon as practicable and forwarded to PAYROLL for processing.

APPRENTICE/TRAINEE NAME: _____

Host Employer: _____

I hereby apply for leave from: _____ until _____
(Last day worked) (Return to Work)

Total number of Working days _____

If you are taking more than one sort of leave please indicate the number of days per type below:

Annual Leave Public Holidays Rostered Days

Picnic Days Leave Without Pay TAFE

Other

If you are taking **more than 2 weeks** leave, how would you like to be paid for your leave?
(If you are taking less than 2 weeks leave you **will** be paid through the normal pay run)

Payment in advance
(Please call to discuss implications)

Weekly
(Through normal pay run)

Annual leave in advance payments:

- Please note that annual leave forms must be submitted to the payroll department at least 2 weeks prior to commencing your holidays
- Only full weeks can be paid in advance

Apprentice/Trainee Signature: _____

Date: _____

Host Employer Name: _____

Host Employer Signature: _____

Office use only:

Processed By: _____ Date _____