

Leave Application Form

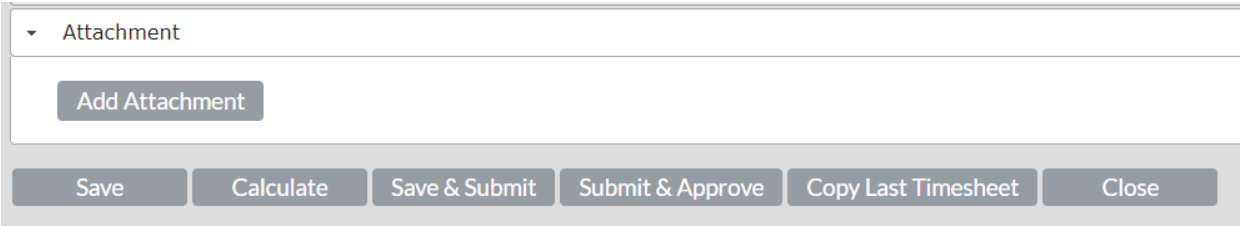

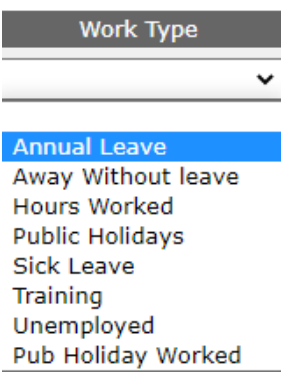
General Information			
Employee Name:		Date:	
Host Business:		Supervisor:	

Details Of Leave			
Type:	Annual Leave: <input type="checkbox"/> Bereavement Leave: <input type="checkbox"/> Unpaid Leave: <input type="checkbox"/> Sick Leave: <input type="checkbox"/>		
Medical Certificate Attached (Sick Leave)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Date of First Day of leave:		Date of Last Day of leave:	
Total Working Days of Leave:			
Any additional information:			

Approval Signatures			
Apprentice/Trainee Signature:		Date:	
Supervisor Signature:		Date:	
Approval from Business Consultant: (via email or phone call)		Date:	

Leave Application Form

How to enter your timesheet with leave

Electronic Timesheet Entry	
1.	Send leave request to Business Consultant for approval (signature not required from BC)
2.	Attach this leave request to the timesheet week ending it corresponds to. (Attachments)
3.	<p>Attach any medical certificate to the timesheet week ending it corresponds to. (Attachments)</p> 
4.	<p>Check you have enough leave for the leave type requested. <i>This can be done by logging on to your candidate portal:</i></p>  <p><i>(You MUST only apply for hours on your timesheet that you have available as when payroll need corrections made to your timesheet for incorrect entry it can delay your payment date)</i></p>
5.	<p>Adjust attendance type to suit on the relevant days</p> <ul style="list-style-type: none"> • Hours Worked – Normal Hours Worked • Annual Leave – Annual Leave Hours • Personal/Carers Leave – Sick Leave • Away without leave – Taking Leave without pay • Training - Training at RTO • Public Holidays - Public Holiday not Worked • Pub Holiday Worked - Public Holiday Worked • Bereavement Leave – Leave as Day Shift <i>(We manually adjust on our end – Notify your business consultant)</i> 

You may need to split the day on your timesheet to enter your leave for a number of reasons

(You must do this correctly as when payroll need corrections made to your timesheet for incorrect entry it can delay your payment date)

Reasons you may need to split your leave over the day could include:

- You only have 4 hours annual leave banked up so the rest of the day needs to be unpaid leave
- You worked a few hours in the morning before you started sick leave
- You took leave only to cover the duration of a personal appointment (e.g. 1 hour appointment)

6.

To add an extra line for the same day select the '+' on the day required

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Mon (13/02)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Hours Worked	<input type="text"/>

EXAMPLES OF ENTERING:

Left work at 1pm on sick leave:

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Mon (13/02)	08:45	12:00	12:39	13:00	3.60	Hours Worked	<input type="text"/>
Mon (13/02)	13:00	<input type="text"/>	<input type="text"/>	17:00	4.00	Sick Leave	<input type="text"/> - +

Left work for a 1 hour doctor's appointment at 3pm then went back to work until the end of the day:

7.

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Mon (13/02)	08:45	12:00	12:39	15:00	5.60	Hours Worked	<input type="text"/>
Mon (13/02)	15:00	<input type="text"/>	<input type="text"/>	16:00	1.00	Sick Leave	<input type="text"/>
Mon (13/02)	16:00	<input type="text"/>	<input type="text"/>	17:00	1.00	Hours Worked	<input type="text"/> - +

Took 3 days of annual leave but only had enough for 18 hours of annual leave meaning the rest has to be Away Without Leave.

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	Job Number
Mon (13/02)	08:45	12:00	12:39	17:00	7.60	Annual Leave	<input type="text"/> +
Tue (14/02)	08:45	12:00	12:39	17:00	7.60	Annual Leave	<input type="text"/> +
Wed (15/02)	08:45	<input type="text"/>	<input type="text"/>	11:33	2.80	Annual Leave	<input type="text"/>
Wed (15/02)	11:33	12:00	12:39	12:39	0.45	Away Without leave	<input type="text"/> - +