

Apprenticepower Annual Leave Application Form

Apprentice to Complete

Name : _____ Date of Birth : _____

Leave Requested

First Day of Leave : _____ Last Day of Leave : _____

RDO _____ Public Holidays _____ TOTAL No of DAYS _____
(date) (date)

Apprentice/Trainee Signature Date

Host Training Company to sign to approve Leave Application

Company Name : _____

Signed : _____ Title : _____ Date : _____

Requesting Annual Leave:

- All annual leave is to be requested at least 14 days prior to the proposed commencement of annual leave.
- Annual leave is to be taken generally in 2 occurrences over a 12 month period unless other arrangements have been agreed by WSROC

Considerations when planning leave:

- Do not book travel or accommodation prior to requesting annual leave.
- Do not request annual leave during TAFE attendance periods.
- Check your host employer for designated "shut down" periods
- Check if you have enough annual leave accrued!

WSROC Group Apprentices Office Use Only

TOTAL LEAVE : Annual Leave _____ hours
 Public Holiday/RDO _____ hours

Dates : _____ to _____ Week 1 Annual Leave - hours _____

RDO - Hours taken _____

Public Holiday - hours _____

Dates : _____ to _____ Week 2 Annual Leave - hours _____

RDO - Hours taken _____

Public Holiday - hours _____

Dates : _____ to _____ Week 3 Annual Leave - hours _____

RDO - Hours taken _____

Public Holiday - hours _____

Dates : _____ to _____ Week 4 Annual Leave - hours _____

RDO - Hours taken _____

Public Holiday - hours _____

Recorded by : _____

Date : _____

Pay period : _____