

Leave Application Form



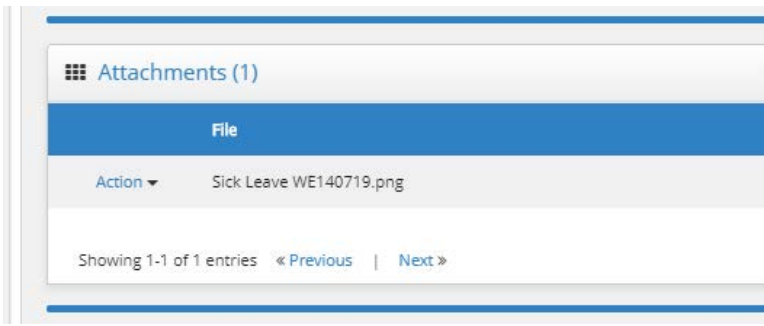
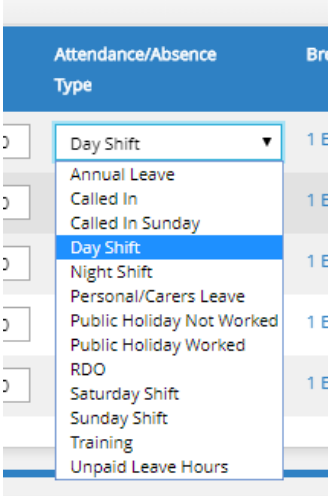
General Information			
Employee Name:		Date:	
Host Business:		Supervisor:	

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.	Attach any medical certificate to the timesheet week ending it corresponds to. (Attachments) 
4.	Check you have enough leave for the leave type requested. <i>This can be done by looking at your most resent payslip.</i> <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>
5.	Adjust attendance type to suit on the relevant days <ul style="list-style-type: none"> • Day Shift – Normal Hours Worked • Annual Leave – Annual Leave Hours • Personal/Carers Leave – Sick Leave • Unpaid Leave – Taking Leave without pay • Bereavement Leave – Leave as Day Shift (We manually adjust on our end – Notify your business consultant) 

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 'Add' on the day required

Delete	Copy	Copy All	Add	08/07/2019	Mon	08:45	17:00	Day Shift	▼	1
Delete	Copy	Copy All	Add	08/07/2019	Mon				▼	0

EXAMPLES OF ENTERING:

Left work at 1pm on sick leave:

Delete	Copy	Copy All	Add	08/07/2019	Mon	08:45	13:00	Day Shift	▼	1 Breaks
Delete	Copy	Copy All	Add	08/07/2019	Mon	13:00	17:00	Personal/Carers Leave	▼	0 Breaks

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

7.

Delete	Copy	Copy All	Add	08/07/2019	Mon	08:45	15:00	Day Shift	▼	1 Breaks
Delete	Copy	Copy All	Add	08/07/2019	Mon	15:00	16:00	Personal/Carers Leave	▼	0 Breaks
Delete	Copy	Copy All	Add	08/07/2019	Mon	16:00	17:00	Day Shift	▼	0 Breaks

Took 3 days of annual leave but only had enough for 18 hours of annual leave meaning the rest has to be unpaid leave.

Action	Work Date	Start Time	End Time	Attendance/Absence Type	Breaks	Day Total
Delete Copy Copy All Add	08/07/2019 Mon	08:45	17:00	Annual Leave	1 Breaks	7.6000
Delete Copy Copy All Add	09/07/2019 Tue	08:45	17:00	Annual Leave	1 Breaks	7.6000
Delete Copy Copy All Add	10/07/2019 Wed	08:45	11:33	Annual Leave	0 Breaks	2.8000
Delete Copy Copy All Add	10/07/2019 Wed	11:33	17:00	Unpaid Leave Hours	1 Breaks	4.8000