



CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE
CHERBOURG QLD 4605

Phone: (07) 4168 1866
Fax: (07) 4168 2727

Application for Leave

In accord with Cherbourg Aboriginal Shire Council Leave Policy, an Application for Leave form is to be completed and submitted to your Manager. CASC requests two (2) weeks notice for all annual leave requests for operational purposes.

Employee's details

First name:

Surname:

Position:

Contact phone number:

Leave type

Please tick the appropriate box(es). If you are applying for more than one type of leave, please specify the details in the comments section provided.

- Annual leave
- Leave without pay
- Sick/Personal/Carer's/Bereavement leave
- Long service leave

Comments:

Period of leave

Last day of work:

Return to work date:

Total number of working days off:



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Note: Do not include any RDOs, public holidays, or substituted days in the total.

Comments:

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Signature of employee: _____ Date: ____ / ____ / ____

Approval of leave *(to be completed by manager)*

Approved Not approved

Reason for refusal *(if applicable)*:

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Name of Manager:

Date received by Manager:

Signature of Manager: _____ Date: ____ / ____ / ____

Keep a copy of this form as a record and ensure you advise your employees if you approve or do not approve their proposed leave.

DATE RECEIVED BY PAYROLL FOR PROCESING _____