

# Annual leave and long service leave application form

This form is for employees to use to apply to take annual leave or long service leave.

For more information about leave entitlements and obligations, visit [www.fairwork.gov.au/leave](http://www.fairwork.gov.au/leave).

## 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 (full pay)
- ☐ Annual leave (half pay)
- ☐ Annual leave in advance

*Note: Upon termination of employment, leave taken that has not been accrued can be withheld from wages.*

- ☐ Leave without pay
- ☐ Long service leave

Comments:

## Period of leave

Last day of work:

Return to work date:

Total number of working days off:

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

Comments:

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Approval of leave *(to be completed by manager/supervisor)*

☐ Approved      ☐ Not approved

Reason for refusal *(if applicable)*:

Name of manager/supervisor:

Signature of manager/supervisor: \_\_\_\_\_

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. You cannot unreasonably refuse an employee's request to take paid annual leave.*

*The Fair Work Ombudsman is committed to providing you with advice that you can rely on.*

*The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.*