

APPRENTICE APPLICATION FOR LEAVE - FORM

Full Name: _____ Mobile: _____

Current Host Employer: _____ Site: _____

This form should be submitted **4 weeks** prior to leave dates. Leave is not approved until you have been advised by Electro Group Apprentices. Failure to meet this requirement may result in full entitlements not being paid. Once completed email form to: administration@electrogroup.com.au

Type of Leave eg. Annual leave, RDOs leave without pay Personal Leave	First day of leave (day & date)	Last day of leave (day & date)	No. of public holidays	No. of RDOs	No. of Annual Leave days	No. of unpaid leave days	Total leave days	Return to work (day & date)

Note: exclude Saturdays and Sundays from all entries above

I have contacted Electro Group Apprentices or my college to confirm that I am not scheduled for college during this leave. Initial here

Apprentice Signature

____/____/____
Date

Host Employer's Name (please print)

Signature

____/____/____
Date

Does the Host Employer wish to retain this apprentice when they return from leave? YES or NO

Approved by Electro Group Apprentices

____/____/____
Date

NOTE: TIMESHEETS AND E-PROFILES MUST BE SUBMITTED FOR ALL WEEKS WHILST ON LEAVE

OFFICE USE ONLY

Entitlement Hours Checked: AL: _____ hrs RDO: _____ hrs Arrow/GTPac By: _____ Date: ____/____/____ Job Ready By: _____ Date: ____/____/____ LEAVE APPROVED / DECLINED