

## APPRENTICE APPLICATION FOR LEAVE - FORM

Full Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Current Host Employer: \_\_\_\_\_ Site: \_\_\_\_\_

**Leave is not approved until you have been advised by Electro Group Apprentices.** As per the Electro Industry Group Qld Ltd Collective Agreement this form should be submitted **4 weeks** prior to annual leave dates. Failure to meet this requirement may result in full entitlements not being paid.

Once completed email from to: [administration@electrogroup.com.au](mailto:administration@electrogroup.com.au)

Type of Leave eg. Annual RDOs Sick/Carers	First day of leave (day & date)	Last day of leave (day & date)	No. of Annual Leave days	No. of RDOs	No. of Sick/Carers days	No. of Public Holidays	Total leave days	Return to work (day & date)

*Exclude Saturdays and Sundays from all entries above*

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

\_\_\_\_\_  
Apprentice Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Host Employer to complete**

\_\_\_\_\_  
Supervisor's Name (please print) \_\_\_\_\_  
Supervisor's Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Electro Group Apprentices Representative LEAVE APPROVED / LEAVE DECLINED \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**NOTE: TIMESHEETS AND EXEMPLAR CARDS MUST BE SUBMITTED FOR ALL WEEKS WHILST ON LEAVE**

*OFFICE USE ONLY*  
Entitlement Hours Checked: AL: \_\_\_\_\_ hrs RDO: \_\_\_\_\_ hrs Sick: \_\_\_\_\_ hrs Application Received: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Time: \_\_\_\_\_