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| --- |
| **Section One: Employee to complete** |
| **Last name:** | **First name:** |
| **Payroll No:** | **Region/ team:** |
| **Leave type** | Please select | From (1st day off) | To (Last day off) | # of days | # of hours |
| **Annual Leave** | **[ ]**  |  |  |  |  |
| **Alternative leave** (lieu time) | **[ ]**  |  |  |  |  |
| **Leave without pay**  | **[ ]**  |  |  |  |  |
| **How much leave do you currently have? (from payslip)** |  |  |
| **Did you take any planned leave during December/ January last year? YES/ NO****If Yes please note dates: From …./…./……… To ..../…./…….** |
| **If there are special circumstances you would like us to consider please detail them here:** |
| **Section two: Manager‘s approval** |
| This request has been: (CIRCLE)  **APPROVED DECLINED PARTIALY APPROVED** **If partially approved: From** .**…/.…/……. To …./…./…….** There is leave entitlement to cover period applied for [ ]  There is adequate cover to approve the leave **[ ]**  |
| Leave approval signature: | Date: |
| Approver name:  | Approver position: |
| **Section three: Administration Checklist** |
| **Area:** | **Date completed:** |
| Staff member been notified of leave decision |  |
| Affected client (s) notified |  |
| Cover has been put in place |  |
| Leave has been loaded |  |
| Signature: | Date: |
| Processed by name:  | Position: |
| **Section four: Leave Requirements** |
| * Applications for Christmas/ New Year planned leave must be received by Access office before September 30th.
* Annual leave and Alt days are to be taken the discretion of Access. This means that your leave application may be declined. **Please do not book travel until your leave is approved**.
* Where you have no entitlement to planned leave, your leave request is likely to be declined.
* Where you have accrued alternative leave (lieu days), these will be used before annual leave when taking leave for rest and recreation.
* Leave Without Pay for holidays will not be approved where Annual or Alternative leave is available.
* Every effort will be made to replace the time of your clients’ normal service however sometimes this may not be possible due to rostering pressures. Please let your clients know that their time of service may change while you are on leave.
* When you return from approved leave please check your roster. Your rostered work may have changed while you were away. Where your roster has changed and you have not checked it upon your return from leave, the late cancellation policy will **not** apply.
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