

# Annual Leave Application Form



Email: [payroll@atq.com.au](mailto:payroll@atq.com.au)

Fax: (07) 3806 1469

For Enquiries Call: (07) 3806 1120

## Section A: My Details

My full name is: \_\_\_\_\_

My host employer is: \_\_\_\_\_

My ID number is:

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Payroll can contact me on: \_\_\_\_\_

My trade is: \_\_\_\_\_

My year of trade is (tick):

1st	2nd	3rd	4th	Other

## Section B: Annual Leave Details

First day of annual leave is: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last day of annual leave is: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

First day back at work is: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for annual leave (must be completed): \_\_\_\_\_

Annual leave is paid weekly. If it is more than 5 days and you would like it in a lump sum, please advise in reason above.

## Section C: Employee Declaration

I acknowledge that if I have insufficient annual leave the remaining balance will be treated as leave without pay. Also, if I use my annual leave now and have insufficient annual leave for any future dates, it will be treated as leave without pay.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Section D: Host Employer Authorisation

As the authorised host employer / supervisor, I agree to the annual leave dates requested by the apprentice / trainee.

Name of authoriser: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Section E: Office Use Only

<b>Administration</b>	Field officer: ..... Number of annual leave days requested: ..... .....Year change / Completion Date: ...../...../..... Number of annual leave days available: ..... Annual leave booked: Yes / No Date: ...../...../..... to ...../...../..... College booked: Yes / No Date: ...../...../..... to ...../...../..... Comments: .....
<b>Field Officer</b>	Does the employee require annual leave at Christmas: Yes / No Date: ...../...../..... to ...../...../..... Approved / Declined Reason / Comments: ..... ..... Apprentice to be advised by: Field Officer / Administration Date: ...../...../..... Time: ..... : ..... All Trades Queensland authorising signature: ..... Date: ...../...../.....