

Leave of Absence Application



Section A: Employee Details

Full Name: _____

Host Employer: _____ Employee ID number:

Contact Number: _____

Trade: _____ Year of Trade (please tick): 1st 2nd 3rd 4th Other

Section B: Leave of Absence (LOA) Details

✓ one	LOA Reason	Leave Period	Leave Dates
<input type="checkbox"/>	I have been offered and declined a Host placement	<u>First</u> day of leave	Date: ___/___/___
<input type="checkbox"/>	I am unable to travel to a suitable Host placement	<u>Last</u> day of leave	Date: ___/___/___
<input type="checkbox"/>	I don't have enough paid personal (sick) leave entitlement for my time off	<u>First day back</u> at work	Date: ___/___/___
<input type="checkbox"/>	I require unpaid time off for personal reasons		
<input type="checkbox"/>	I don't have enough annual leave entitlement for my time off		
<input type="checkbox"/>	Other reason (add details) _____		

Section C: Employee Declaration

I acknowledge I have requested leave of absence and All Trades Queensland will not be paying wages during this period.

Employee Signature: _____ Date: ___/___/___

Parent/Guardian Name: _____ Signature: _____ Date: ___/___/___

Section D: Host Employer Authorisation

As the authorised host employer / supervisor, I agree to the leave of absence dates requested by the employee.

Name of authoriser: _____ Signature: _____ Date: ___/___/___

Section E: Office Use Only

Workforce Officer	College Booked: <input type="checkbox"/> Yes <input type="checkbox"/> No - Date: to:
	Comments:

	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
	Apprentice advised by Workforce Officer: Date:/...../..... Time: :
All Trades Queensland Workforce Officer signature:.....	
All Trades Queensland Team Leader signature:.....	

Please return completed form to: payroll@atq.com.au