



Email: payroll@atq.com.au
For enquiries call: (07) 3806 1120

Christmas Annual Leave Application Form

Section A. My Details

Full Name:

Employee ID Number:

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Host Employer:

Contact Number:

Year of Trade (please tick):

1st	2nd	3rd	4th	Other

Trade:

Section B. My Christmas Leave Dates

Please select one of the following:

First day of annual leave is: Date: ____/____/____

Last day of annual leave is: Date: ____/____/____

First day back at work is: Date: ____/____/____

OR

I will only be taking public holidays

DECEMBER 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Indicates Public Holiday

CHRISTMAS ANNUAL LEAVE IS PAID IN A **LUMP SUM**. IF YOU WOULD LIKE IT PAID WEEKLY PLEASE ADVISE BELOW:

Section C. Employee Declaration

I acknowledge that if I have insufficient annual leave the remaining balance will be treated as leave of absence. Also, if I use my annual leave now and have insufficient annual leave for any future dates, it will be treated as leave of absence.

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:/...../.....