



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:

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 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31					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

JANUARY 2018

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 **WEEKLY**. IF YOU WOULD LIKE IT IN A LUMP SUM 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:/...../.....