

# Leave application form



## Leave form Process:

- 1) Complete leave form and obtain site supervisor permission
- 2) Send this form to [mobilisation@hgmechanical.com.au](mailto:mobilisation@hgmechanical.com.au)

## Employee Details

**Employee Name:**

**Site:**

**Supervisor name:**

**Supervisor Mobile No.**

**Department:**

**Crew:**

**Roster** ie 8:6 2:1

## Leave Type

*Please Indicate Leave Type*

**Annual leave**

**Personal / Carers Leave**

**Leave without pay**

**Bereavement Leave**

**Long service leave**

## Period of Leave

**First Day of Leave:**

**Last day of Leave:**

**Total days:**

## Approval of Leave

**Approved**

**Not approved**

**Coverage required**

**Coverage not required**

**Dates of Coverage Required**

**If leave not approved, reason for refusal**

Name of manager/supervisor:

Signature of manager/supervisor:

Date: