**APPRENTICE/TRAINEE LEAVE APPLICATION**

**Employee Name:**

**Host Employer:**

**First day of Leave:**    /    /

**Last day of Leave:**    /    /

**Return to Work:**    /    /

**HOURS REQUESTED:**

Annual Leave      hrs

Personal Leave      hrs

Leave Without Pay      hrs

Public Holidays      hrs

**TOTAL HOURS:**        hrs

SIGNATURES:

    /    /

 EMPLOYEE SIGNATURE DATE

    /    /

 HOST EMPLOYER SIGNATURE HOST EMPLOYER REPRESENTATIVE NAME DATE

|  |
| --- |
| FORM SUBMISSION |
| *To avoid delay in your leave application being processed, please submit to HTN Payroll Department on:*Email: payroll@htn.com.au |