

2.8.0000 APPRENTICE/TRAINEE LEAVE APPLICATION

TELEPHONE: (08) 8348 1200 EMAIL: payrollgroup@peer.com.au FAX: (08) 8348 1202

The Apprentice/Trainee is to enter all their details in the relevant columns. This entire sheet is then to be handed to the Host Employer (or their representative) for them to complete and sign at least 20 days prior to the first day of the leave that is being sought. You must then return the form to your Talent Coach for secondary approval and forwarding to Payroll.

PLEASE NOTE: LEAVE WILL NOT BE GRANTED DURING SCHEDULED TRADE SCHOOL ATTENDANCE. If you request leave during scheduled trade school attendance without prior approval from PEER, your leave form will be rejected.

APPRENTICE/TRAINEE SECTION			
APPRENTICE/TRAINEE NAME IN FULL			
FIRST DAY ABSENT	/ /	LAST DAY ABSENT	/ /
TYPE OF LEAVE REQUESTED		NUMBER OF DAYS	
ANNUAL LEAVE		<input type="checkbox"/>	
PERSONAL LEAVE e.g., Sick or Carer's Medical Certificate Attached		<input type="checkbox"/>	
ROSTERED DAY OFF (RDO)		<input type="checkbox"/>	
PUBLIC HOLIDAY		<input type="checkbox"/>	
OTHER (Please specify)		<input type="checkbox"/>	
TOTAL NUMBER OF WORKING DAYS OFF			
SIGNATURE		DATE	/ /
HOST EMPLOYER APPROVAL			
HOST EMPLOYER TRADING NAME			
NAME AND POSITION HELD			
SIGNATURE		DATE APPROVED	/ /
PEER APPROVAL			
NAME AND POSITION HELD			
SIGNATURE		DATE APPROVED	/ /
FOR OFFICE USE ONLY: PEER VEET PAYROLL TO COMPLETE			
Hrs per week	38 <input type="checkbox"/> 36 <input type="checkbox"/>	RDO Accrual	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Anniversary Date: / /	
Annual Leave			
RDO			
Public Holiday			Gross \$
Sick Leave			Tax \$
Other			Deductions (if any)
Accrual			NETT \$

PLEASE NOTIFY PEER IMMEDIATELY OF ANY CHANGES TO LEAVE REQUESTS - LEAVE APPLICATIONS WILL NOT BE ACCEPTED UNLESS SIGNED BY AN AUTHORISED HOST EMPLOYER REP

Document Review

The document will be reviewed every year from the date of endorsement or as circumstances require.

Date	Version and Description of Amendment	Prepared by	Authorised by
28/09/2017	Version 7: Removal of LWOP & insert TC approval	V Heading	A Johnston