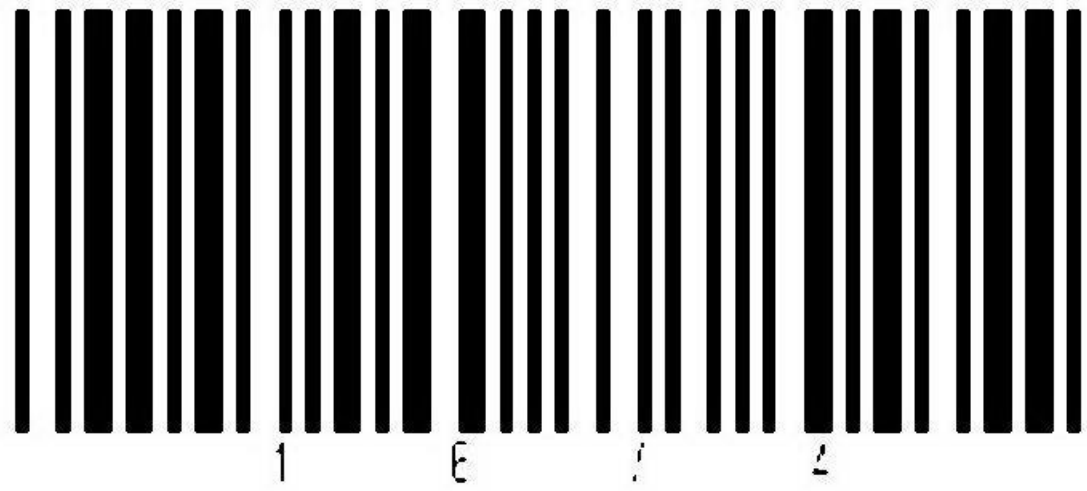




**Place this coversheet on top of your document**



# Application for Leave

<b>Employee Name:</b>	Peter Abbott	<b>Date</b>	23/06/2017
<b>Department</b>	Records	<b>Employee N°</b>	660066

Leave applied for:	Starting	Ending	N° of work days
Annual Leave	11/07/2016	22/07/2016	10
Personal/Carer's Leave (including sick leave)			
Compassionate Leave			
Unpaid Carer's Leave			
Parental Leave			
Unpaid Annual Leave			
Other Leave (jury duty, long service leave, community service)			
Please specify → .....			

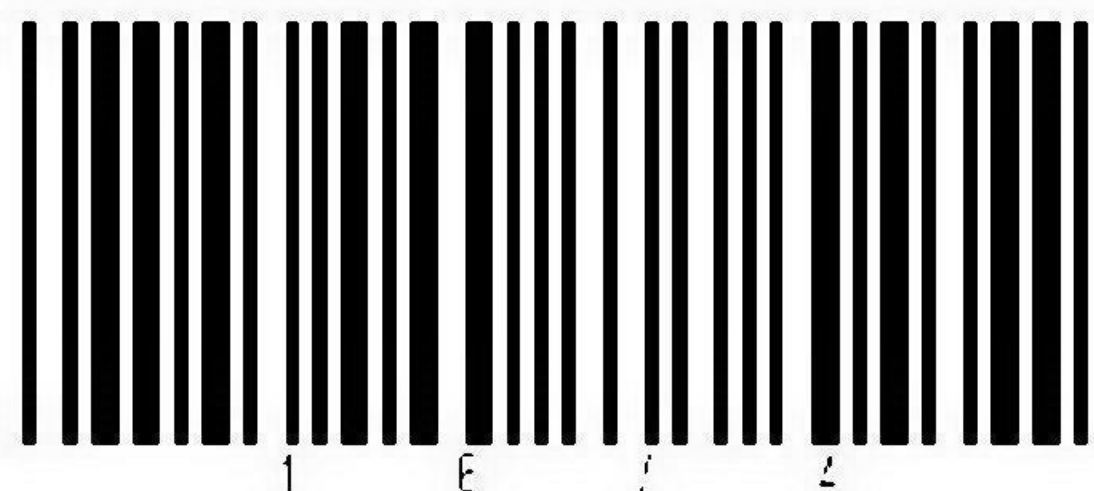
Less:	Holiday and date/s	N° of work days
Public holidays in this period	0	10
Days in lieu owing		
Time Made up to be taken		
<b>Total number of annual leave days</b>	0	10

<b>Comments:</b>
Off to Vegas!

**# Please submit this completed form via email to the Human Resources department  
Send to - hr@email.com**



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# Application for Leave

<b>Employee Name:</b>	Neil Alexander	<b>Date</b>	23/06/2017
<b>Department</b>	EzeScan Support	<b>Employee N°</b>	007858

Leave applied for:	Starting	Ending	N° of work days
Annual Leave	11/07/2016	22/07/2016	10
Personal/Carer's Leave (including sick leave)			
Compassionate Leave			
Unpaid Carer's Leave			
Parental Leave			
Unpaid Annual Leave			
Other Leave (jury duty, long service leave, community service)			
Please specify → .....			

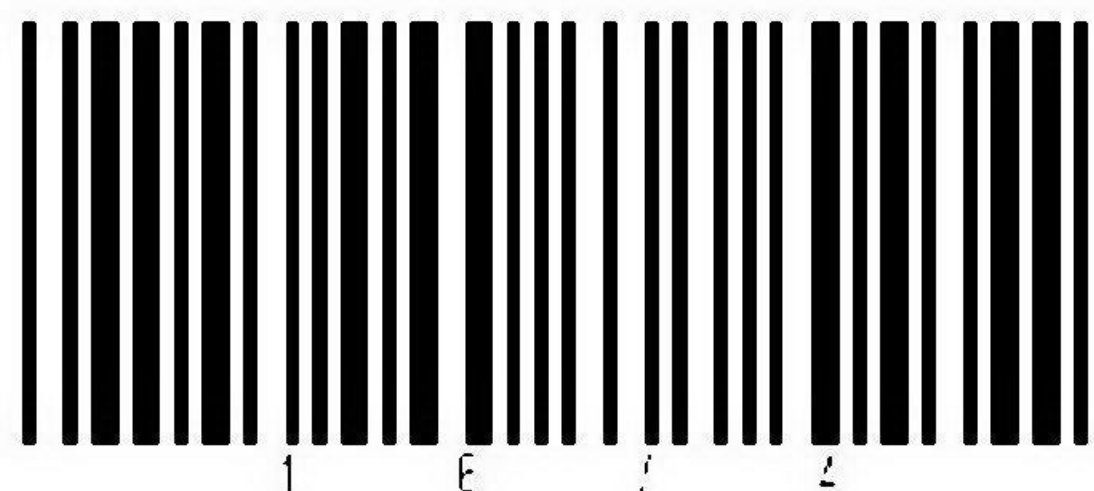
Less:	Holiday and date/s	N° of work days
Public holidays in this period	0	10
Days in lieu owing		
Time Made up to be taken		
<b>Total number of annual leave days</b>	0	10

<b>Comments:</b>
Off to Vegas!

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# Application for Leave

<b>Employee Name:</b>	Billy the Bloke	<b>Date</b>	23/06/2016
<b>Department</b>	IT	<b>Employee N°</b>	123457

Leave applied for:	Starting	Ending	N° of work days
Annual Leave	11/07/2016	22/07/2016	10
Personal/Carer's Leave (including sick leave)			
Compassionate Leave			
Unpaid Carer's Leave			
Parental Leave			
Unpaid Annual Leave			
Other Leave (jury duty, long service leave, community service)			
Please specify → .....			

Less:	Holiday and date/s	N° of work days
Public holidays in this period	0	10
Days in lieu owing		
Time Made up to be taken		
<b>Total number of annual leave days</b>	0	10

<b>Comments:</b>
Off to Vegas!

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