

LEAVE APPLICATION – APPRENTICE/TRAINEE

- Please complete and fax to the Pay Office at NECA Education & Careers on **(03) 9380 1561 (Victoria) or (03) 6424 9673 (Tasmania)**.
- Forms must be forwarded to NECA Education & Careers **14 days prior** to the commencement of your leave.
- Annual leave must not to be taken on a trade school/TAFE day.

Section 1: To be completed by the Trainee/Apprentice

Trainee/Apprentice Name:

I wish to apply for days of leave (insert number of working days required).

First day of leave: Day Month Year

Last day of leave: Day Month Year

This period is made up of the following days:

Annual leave:

RDOs:

Public Holiday/s:

Leave without pay:

Other Please specify:

Total days:

Trainee/Apprentice Signature: Date:

Section 2: To be completed by the Host Employer (Supervisor/Manager):

Company Name:

Approved by Host Employer: Yes / No

If leave is rejected, please note reason:

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Name of person authorising leave: Date:

Signature of person authorizing leave:

Section 3: To be completed by the NECA Education & Careers Industry Careers Consultant:

Approved by Industry Careers Consultant: Yes / No

Industry Careers Consultant Signature: Date: