

APPLICATION FOR LEAVE

Name: _____

Current Assignment: _____

I wish to apply for unpaid leave as follows:

	Number of days	From	To
UNPAID LEAVE			

I acknowledge that should my application for leave be declined, unauthorised absence from work during the whole or for part of the period so declined may result in the termination of my assignment.

Signed: _____ Dated: ___/___/___

APPLICATION APPROVED / DECLINED:

Signed: _____ Dated: ___/___/___

✂ _____

NAME: _____

LEAVE TYPE: _____ From: ___/___/___ To: ___/___/___

Your application for leave has been **approved / declined**