

Holiday/Leave Form

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Name: _____
Home Address: _____
City /Postcode: _____
Phone Number: _____
Host: _____

Holiday/Leave Period

First Day Off Work: ___ / ___ / ___

Last Day Off Work: ___ / ___ / ___

First Day Back at Work : ___ / ___ / ___

Will you be missing any TAFE? _____

All leave taken will use Annual Leave first unless RDO or other leave is written in the 'Notes' below

NOTES: _____

Host Signature: _____ Date: ___ / ___ / ___

Apprentice Signature: _____ Date: ___ / ___ / ___