



# Newtown Neighbourhood Centre Incorporated

Old Town Hall, Cnr King & Bedford St, Newtown.

PO Box 19, Newtown 2042

Ph: 9516 4755 Fax: 9519 2509

Website: [www.newtowncentre.org](http://www.newtowncentre.org) Email: admin@newtowncentre.org

ABN: 96 884 462 833

## - LEAVE APPLICATION -

Please apply at least **one week prior** to anticipated leave, except in instances of sick or unforeseeable special leave.

<b>Name</b>			
Leave applied for	i) Annual leave <input type="checkbox"/> [ ] ii) Sick leave <input type="checkbox"/> [ ]      Medical Certificate attached - yes / no iii) Long service leave <input type="checkbox"/> [ ] iv) Special leave <input type="checkbox"/> [ ] v) Leave without pay <input type="checkbox"/> [ ] vi) Other, specify <input type="checkbox"/> [ ] _____		
Leave period	i) No. of hours _____ ii) No. of days _____ iii) Dates _____      From: _____ to _____ iv) Returning to work on _____      Date: _____		

Signature:	Date:
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<u>Office Use Only</u>	i) Annual Leave	ii) Sick Leave	iii) Special Leave	iv) Other
Leave entitlement				
less Leave Taken				
Balance				
less Leave Approved				
Current Balance				
Leave accrued to date				

Approved by:	
Signature:	Date:

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