



**APPRENTICESHIPS QUEENSLAND**  
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## Leave Request Form

I hereby request leave as detailed below:

Name: ..... Payroll No: .....

Address: .....

..... Phone: .....

Signed: ..... Date: .....

In the boxes below please indicate the **date and type of leave** for each day you will be absent, i.e. AL- Annual Leave; RDO- Rostered Day Off; PH- Public Holiday; or ABS – Absent. (Show hours if part of day).

**Please pay:**                      Each Week:                       In Advance:

Monday		Tuesday		Wednesday		Thursday		Friday	
Date	Type	Date	Type	Date	Type	Date	Type	Date	Type

Host Trainer Name: .....

I have no objection to the above apprentice/trainee taking leave on the dates outlined.

**NOTE: Please contact Apprenticeships Queensland if you need a replacement.**

Host Signature: ..... Date: .....

Approved by Apprenticeships Queensland..... Date: .....

**Pay Office Use Only:**

	Days	Hours	Days	Hours	Days	Hours	Days	Hours
AL								
PH								
RDO								
ABS								