**My Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **My ID number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**My Trade:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **My Mobile Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**First Day of Leave without Pay: Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Last Day of Leave without Pay: Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**First Day back at Work: Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Reason for Leave without Pay:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I acknowledge that I am requesting leave without pay for the above reason.**

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Please return to:** [**Payroll@ogt.com.au**](mailto:Payroll@ogt.com.au) **or Fax: 07 3881 2922**

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**Apprentice Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Number of days requested:** \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_**Year Change/ Completion Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **Number of days available: \_\_\_\_\_\_\_\_\_\_\_\_**

**Any College booked:** \_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **to** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved / Declined Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OGT Authorising Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_**/**\_\_\_\_\_**/**\_\_\_\_\_**

**Employee advised by: Apprentice Manager / Administration Date: \_\_\_\_\_**/**\_\_\_\_\_**/**\_\_\_\_\_**