

**APPLICATION FOR LEAVE**  
**Newcastle MBA Group Training**  
**Master Builders Group Training**  
Fax to: 4950 9311 or 4950 9344  
E-mail: [mbagtp@mbagtp.com.au](mailto:mbagtp@mbagtp.com.au)

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TRADE: \_\_\_\_\_

First Day of Leave: \_\_\_\_\_

Return to Work Date: \_\_\_\_\_

Number of Annual Leave Days: \_\_\_\_\_

Number of RDO Days: \_\_\_\_\_

Number of Public Holidays: \_\_\_\_\_

Other: \_\_\_\_\_

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You are required to advise your supervisor of your intention to apply for Leave, and the appropriate supervisor/host representative must authorise this application.

**SUPERVISOR APPROVAL**

SUPERVISOR: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

**NOTE: APPLICATIONS MUST BE SUBMITTED TO THE GROUP TRAINING OFFICE AT LEAST 14 DAYS PRIOR TO INTENDED COMMENCEMENT DATE**

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For office use only

Entitlements checked and confirmed by: \_\_\_\_\_

Annual: \_\_\_\_\_

RDO: \_\_\_\_\_

Public Holidays: \_\_\_\_\_

Other: \_\_\_\_\_