INTERCHANGE OUTER EAST LEAVE APPLICATION

EMPLOYEE NAME	POSITION	
LEAVE PERIOD: FROM / / 201 TO	/ / 201	(Enter leave dates)
UTILIZE TIME IN LIEU NO YES If Yes FI	ROM / /201	ТО / / 201
TYPE OF LEAVE = ANNUAL LEAVE = SICK (PROVIDE MEDICAL CERTIFICATE)	- OTHER	- MATERNITY/PATERNITY
EMPLOYEE SIGNATURE:	DATE/	/ 201 (PROVIDE COURSE DETAILS)
SUPERVISOR SIGNATURE:	DATE/ s sufficient leave entitlem	
'PAYROLL USE' Timesheet Received: YES NO	'DEDUCTIONS' Hrs of TIL used:	
Public Holidays during leave: YES NO If sick leave, medical cert. attached: YES NO	Total Hrs used:	
Entered on Leave Database: YES NO Comments:		Closing Balance: nts deducted over more than one pay period: Beg. pay period://201
	Hrs deducted:	Beg. pay period:/ /201
Detach and	return to applicant	
To, your leave appl Has been approved / not approved – see your supervisor if you		to
	NGE OUTER EAST APPLICATION	
	APPLICATION	
LEAVE	POSITION	(Enter leave dates)
EMPLOYEE NAME	POSITION POS	
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