



APPLICATION FOR LEAVE OF ABSCENCE OF EMPLOYMENT

I Request leave from employment with Life Recruitment.

(Indicate which type of leave you are requesting by ticking the appropriate box).

Sick Leave ☐

Annual Leave ☐ You must apply at least 14 days before your intended leave of absence

Special Leave ☐

Indication of the date/s of intended leave of absence (All dates are **inclusive**)

First day and date:

Last day and date:

Next available day and date to work:

Candidate Name:

Date:

Signature:

CLIENT	DAY	TIME

OFFICE USE ONLY

Approved and informed ☐

Direct Debited/Date ☐

Approved by.....

Amount to be paid:

Date: