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**LEAVE APPLICATION – Lodge to [ryancox@coxenterprises.com.au](mailto:ryancox@coxenterprises.com.au) or hand to  
Supervisor**

Name: \_\_\_\_\_

Date of Last Working Day: \_\_\_\_\_

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

Annual Leave

With Pay

Compassionate Leave

Without Pay

Claiming Leave as Pay

Hours Claimed: \_\_\_\_\_

Lodgement Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**Office Instructions**

- 1- Check Dates on planner;
  - a. Check if clashing with another employee that may cause coverage issues
  - b. Ensure dates on planner are not directly prior to short weeks involving long weekend (E.g Easter)
  - c. If date spans through Christmas New Year period, ensure applicant has not taken leave in same span previous year (leave for this time must be shared)
  - d. Leave between December 1<sup>st</sup> and December 24<sup>th</sup> should be avoided unless extenuating circumstances
- 2- If application falls into any period mentioned above, contact employee to discuss alternate dates
- 3- If application does not fall within periods mentioned above;
  - a. Enter employee name and dates onto leave planner
  - b. Complete approval slip and give to employee
  - c. File copy scan of form under employee card

**Office Use Only – Approval Slip**

Date of Last Working Day: \_\_\_\_\_

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

Approval Signature: \_\_\_\_\_

Position: \_\_\_\_\_