LEAVE APPLICATION (TEMPS)

I, _____ wish to apply for time away from work.

I am currently working at

     Client name:

     Client address:

Leave:

     Starting from:

     Ending on:

     Returning to work on:

Notes:
I understand and agree that:

1) If leave is overpaid, or paid in advance of my legal entitlement, that any overpayment may be recovered from my wages, or by a debit against future entitlements, or by a refund to my employer.

CLIENT APPROVAL:

I, (Client name): _____ approve/decline this leave.

Position:

Location:

Client signature: _____   Date: _____

Employee signature: _____   Date: _____

YOUR PEOPLE RECRUITMENT:

Action:

Date:

PLEASE SCAN & EMAIL COMPLETED FORM TO: info@yourpeople.co.nz