



Commercial & Industrial Concrete Construction

Hall Construction Group Pty Ltd
ACN 121 475 107
ABN 79 864 371 754

Head Office
Phone: (03) 9308 8338
Fax: (03) 9308 8337
100 Freight Drive, Somerton Vic 3062
Email: admin@hallconc.com.au

LEAVE REQUEST FORM

Date: / / Employee:.....

First date of leave: / / Last date of leave:..... / /

Part day ONLY: from:..... am / pm To:..... am / pm

Leave Type:

- Annual: Number of days / hours
R.D.O. Number of days / hours
Sick:..... Number of days / hours
Certificate provided: YES / NO (please circle)
Other: Number of days / hours

IMPORTANT NOTE: Only permanent employees are entitled to paid leave.

For any requested leave you must give 4 weeks' notice prior to the date of intended leave. Your request will be approved or declined within 2 weeks of your application. Please advise the office if your leave is urgent or for medical reasons.

Please be advised that leave without pay is not available without the written authority of Vlad Kovacevic or James Hall

If your leave form is not received at the Office within the 4 weeks' notice period, you will not be paid leave. Please fax any medical certificates to the office with this form.

Date: / / Employee Signature:

***** OFFICE USE ONLY *****

Date received at Office: / /

Accrual balances: Annual Leave:.....
RDO:.....
Sick Leave:.....

Leave Approved:..... YES / NO (please circle) With Pay:..... YES / NO (please circle)

Date: / / Supervisor Signature:

Payment details / Comments: