



Leave Application/Holiday Pay Request Form

Full Name: _____ Employee ID: _____

Start Date: _____ End Date: _____

Number of Days Applied For: _____

Type of Leave: **Paid Annual Leave** _____

(Have you been in this assignment/continual employment with Select Recruitment for 12 months or more: **Yes** **No**)

Sick _____

(Have you been in this assignment continually (no breaks) with Select Recruitment for 6 months or more: **Yes** **No**)

Lieu _____

Miscellaneous _____

Assignment Details: Role: _____ Business/Company: _____

Signed: _____

Dated: _____

Please return this form to: **Select Recruitment (a division of AWF Limited)**

Branch to complete:

Approval:

Name: _____ Title: _____

Signature: _____ Date: _____

For Bereavement / Alternate / Public Holiday / Sick Leave only:

RDP? Yes No Current hourly rate: \$_____ Total leave balance: _____

(see notes below) Leave entered on electronic timesheet? Yes No

Notes:

Is employee employed within a defined work pattern (supported by assignment confirmation in Fastrack), or Yes No

Do we have a roster to work from, or Yes No

Can we establish a working pattern from history, or Yes No

Do hours or days of work remain the same within the pay period. Yes No

IF ANSWERED YES = RDP - is the amount employee normally/usually paid for each week incl. allowances, overtime etc.

IF ANSWERED NO = NOT RDP - ADP applies and is daily average of employee's gross earnings over the past 52 weeks or number of weeks worked.