



ANNUAL LEAVE APPLICATION

Attention to:

Name:

Host Company:

First Day of Leave:

Last Day of Leave:

Total No. of Days:

Signed:
Apprentice

Signed:
Host Company

Signed:
Apprentice Co-ordinator

Advance Leave

I understand the leave applied for in this application may be in advance of my accrued entitlement and, in the event of my resignation, I hereby authorise ETCO to deduct from my final pay the amount paid in advance, or, if the amount paid in advance is greater than monies due on termination, the balance shall immediately be refunded by me.

Signed: (Applicant)

Approved by: (Manager)

| | | | | |
|------------------|-----------------|------------------|-----------------------------------|-------------------------|
| WHANGAREI | Ph: 09-459 6270 | Fax: 09-459 6271 | 105 Cameron Street | P O Box 1448 |
| NORTH SHORE | Ph: 09-443 1193 | Fax: 09-443 1193 | 106 Target Road, Glenfield | |
| AUCKLAND | Ph: 09-527 6165 | Fax: 09-527 6166 | 24A Allright Place, Mt Wellington | P O Box 14-512, Panmure |
| ROTORUA | Ph: 07-349 6379 | Fax: 07-349 6378 | 28 Tallyho Street | P O Box 1921 |
| PALMERSTON NORTH | Ph: 06-354 3501 | Fax: 06-354 3506 | 109 Princess Street | P O Box 529 |
| WELLINGTON | Ph: 04-472 8751 | Fax: 04-472 8756 | 145 Thorndon Quay | P O Box 12-419 |
| CHRISTCHURCH | Ph: 03-379 8102 | Fax: 03-379 8103 | Unit 5, 5 Washington Way | P O Box 9009 |
| DUNEDIN | Ph: 03-474 5284 | Fax: 03-474 5289 | 8 Jutland Street, Jutland Estate | |
| INVERCARGILL | Ph: 03-214 5020 | Fax: 03-214 5021 | 228 Dee Street | P O Box 5141, Waikiwi |