

Bomaderry Bowling Club

Leave Request/ Casual Unavailability

If you require any sort of leave or are a casual who will be unavailable at a specific date:

1. Please complete this form
2. Sign it
3. Get appropriate supervisor to approve and sign it
4. Supervisor is to return the form to the float room with the daily roster sheets
5. Payroll officer will process the leave so that the roster system will detect unavailability.

First Name: _____

Surname: _____

Bundy Number: _____

Reason for Leave (Please Tick)

Annual Leave ARDO

Long Service

Period of Leave

From	To
FIRST day of Leave	LAST day of Leave
Date: _____	Date: _____
RETURNING TO WORK (Day & Date): _____	
Total Days/Hours (if applicable): _____	

Any further information:

Employee's Signature: _____ Date: _____

Approved	Denied
Super's Name: _____	Super's Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____