



**TransAustralian Livestock & Freight Management Pty Ltd**

[www.talfm.com.au](http://www.talfm.com.au)

LEAVE APPLICATION FORM

EMPLOYEE NAME: \_\_\_\_\_

REQUESTED LEAVE:  ANNUAL LEAVE

UNPAID LEAVE

SICK/PERSONAL LEAVE

COMPASSIONATE LEAVE

LAST DAY OF WORK: \_\_\_\_\_

RETURNING TO WORK: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Office use only:*

To:  Manager \_\_\_\_\_

Payroll \_\_\_\_\_

Date: \_\_\_\_\_