



Excellence in Customer Service

Far West NSW Business Awards 2019

Far West NSW Business Awards 2017

Far West NSW Business Awards 2016

Far West NSW Business Awards 2015



Excellence in Presentation & Marketing

Far West NSW Business Awards 2019

OVERALL WINNER Outback Spirit Award

Far West NSW Business Awards 2019

Leave Application Form

Employee Name: _____

Application Date: / /

Conflicting dates

Are there others on leave during your requested dates?

You can obtain this information from the leave schedule on the Globe portal. YES / NO If yes, how many?.....

TYPE OF LEAVE (please tick):

- | | |
|---|---|
| <input type="checkbox"/> Annual | <input type="checkbox"/> Community Service (**) |
| <input type="checkbox"/> Personal (**) | <input type="checkbox"/> Long Service |
| <input type="checkbox"/> Carer's (**) | <input type="checkbox"/> Study/Exam/Prof. Dev. |
| <input type="checkbox"/> Compassionate (**) | <input type="checkbox"/> Parental (**) |

Proposed 1st date of leave: / / Last day of leave / /

Return to work date / / Total Number of requested hours: _____ hrs

No. of public holidays included: _____ Public holiday dates: _____

How many hours do you have available? _____ hrs As at date / /

(Obtain this information from Leelee, Corporate Services Manager)

Is appropriate evidence attached as per Globe Home Timber & Hardware Employee Handbook leave policy?

Required = (**)

Yes No If no, list reason _____

.....
Staff Member Signature Roster Check (Brenton) Date of roster check / /

Date received by Fisk/Selina / /

Managing Director Approval (Selina / Fisk) _____

Recorded by Payroll / / _____