

## LEAVE APPLICATION FORM

Staff members should complete this form and forward it to  
**humanresources@wn-kindergarten.org.nz**

<b>Name:</b>			
<b>Position:</b>		<b>Kindergarten: or Assn Office</b>	
<b>Type of Leave applied for:</b> <i>(Refer to your employment agreement)</i>			
<b>Dates for which leave required:</b>			
<b>Number of days' leave:</b>			
<b>Purpose for which leave is required:</b> <i>(Please give full details)</i>			
<b>Has a reliever been pencilled in?</b>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>Relievers name (if known)</b>			
<b>Has the Relievers Coordinator been advised?</b>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>Has this been discussed with your Head Teacher?</b>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

<b>Applicants Signature:</b>	<b>Date:</b>
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**Note:**

- **Please do not action your leave until you have received confirmation of the leave approval from Payroll (in case of emergencies, see over).**
- **Remember to notify the Association Office if you decide not to take up this leave.**

<b>Office Use Only</b>	
Comment	
Leave Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Leave Approved:
Date:	Signature:

# APPLICATIONS FOR LEAVE

## GUIDELINE NOTES

### General

- The application set out on the reverse of this form is to be used by all staff when applying for leave.
- Staff should check the details of their employment agreement and the Association's Leave policy before making an application and specify the nature of the leave they are requesting.
- All applications except for emergency applications should be forwarded at least one month before the intended leave.
- The more detailed the information you provide the easier it is to make a decision regarding the application.
- All leave applications should be forwarded to:

Human Resources  
WRFKA  
P.O. Box 51-143  
Tawa

Email: [humanresources@wn-kindergarten.org.nz](mailto:humanresources@wn-kindergarten.org.nz)

Fax: 04 232 3096

- If you are booking your own reliever, can you please advise our Relievers' Coordinator by text on 0274 469 625 or email [relievers@wn-kindergarten.org.nz](mailto:relievers@wn-kindergarten.org.nz) the name of the reliever and dates booked.

### Emergency Applications

- We understand that from time to time emergencies arise and that staff need to have a rapid decision.
- In these circumstances please ring your Senior Teacher either on their cell phone or at the office (04) 232 3069
- If the Senior Teacher is unavailable then call the Association Office on (04) 232 3069 and ask to speak to the Senior Teacher on duty, to Lindy McKeown or Karen Skett.