



Personal/ Sick Leave Application Form

Name:	
Date of Absence: / / to: / /	
Did you notify your Host Employer?	Y / N (Please Circle)
Did you notify your Field Officer?	Y / N Contacted Via: TXT / CALL
Did you miss part or a full day of TAFE?	Y / N
Doctors Certificate Attached?	Y / N
Please send completed form to: payroll@frontlinehr.com.au	
_____ Employee Signature	Date: / /
<u>Frontline HR Office Use Only</u>	
Managers Signature: _____	Date: / /
Approved: YES <input type="checkbox"/>	NO <input type="checkbox"/>
NOTES: _____	

Please Note: You are required to provide a Doctors certificate if; your absence requires more than one working day off, your absence falls the day **before** or **after** the **weekend** and/ or rostered **RDO's** and/ or **Public Holiday**.