

APPLICATION FOR LEAVE – PART-TIME MEMBER

- Tick if member of the RRF and this application is for leave over an RRF activity
- Tick if member of the HRR and this application is for leave over an HRR activity
- * Processing officer fax copy to HRR/RRF HQ on 08 9383 6053 after completing box 1.

EMPLOYEE ID	RANK	SURNAME	INITS	UNIT	SUB-UNIT
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I hereby apply for leave from.....to.....

My reasons for applying for leave are as follows:.....

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My address whilst on leave is as follows:

.....

Contact Number.....Mobile.....

I acknowledge that if I am travelling overseas whilst on leave I am to notify the Unit Security Officer (USO) and arrange an Overseas Travel Security brief prior to my departure.

Member's Signature	Date
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1. RECOMMENDED / NOT RECOMMENDED				
<small>PLCOMD recommends six (6) obligatory activities not exceeding six (6) days total. OC recommends up to three (3) months</small>				
SIGNATURE	RANK	NAME & INITS	APPOINTMENT	DATE

* Fax to OC HRR/RRF

2. OC HRR / RRF RECOMMENDED / NOT RECOMMENDED				
<small>OC HRR/RRF to acknowledge leave taken over HRR/RRF activities</small>				
SIGNATURE	RANK	NAME & INITS	APPOINTMENT	DATE

3. APPROVED / NOT APPROVED				
<small>OC approves six (6) obligatory activities not exceeding six (6) days total. CO approves up to three (3) months</small>				
SIGNATURE	RANK	NAME & INITS	APPOINTMENT	DATE

	ACTION	DATE ACTION COMPLETED
ROLLBOOK MARKER	MARK ROLLBOOK	
CHIEF CLERK	MANNING/NES	
COMPANY CLERK	PHOTOCOPY TO MEMBER FILE ON PERS FILE	

OC HRR/RRF approves for leave over HRR/RRF activities
Periods up to 3 months to CO, from 3 to 6 months must go to COMD 13 BDE for approval
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