Monash

FIT-IBL Placement

# Leave Record

## IBL Placement Leave page 2

## Sick Leave page 2

## Leave Beyond Entitlement page 3

## Placement Extensions page 3

## **IBL Placement Leave (entitlement is 5 days)**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date | End Date | Total Days/Hours | Supervisor’s Sign Off |
| 29/11/2021 | 03/12/2021 | 5 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Sick Leave (entitlement is 2 days)**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date/Time | End Date/Time | Total Hours | Supervisor’s Sign Off |
|  |  |  |  |
|  |  |  |  |

**For leave taken beyond the entitlement see the next page.**

## **Leave Beyond Entitlement**

If you take more than 2 days sick leave, first use unused IBL placement leave.

If still more sick leave is required you must contact the director of the IBL program ASAP. The director (not you) will contact the partner company to arrange making up any shortfall in the 23 week placement.

Add details of leave beyond entitlement in the following table.

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date/Time | End Date/Time | Total Hours | Supervisor’s Sign Off |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Specify any arranged placement extension(s) here:

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date/Time | End Date/Time | Total Hours | Supervisor’s Sign Off |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |