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**Annual Leave**

To take your annual leave, you will need to complete a [*Leave Application*](file:///I:\Master%20Forms\Human%20Resources\Leave%20Application.doc)form. Forward this to your immediate Supervisor, who will advise you of approval of your leave. All annual leave must be authorised by management.

We require at least 2 weeks notice, in writing, prior to your intention to take leave.

For further information please refer to Section 6.1 – Annual Leave in the Drake Trailers Pty Ltd Employee Collective Agreement 2007.

**Personal / Carers Leave**

****Please refer to your employment contract, which details your sick leave entitlements.

All sick leave is recorded by the Payroll Section.

You are required to produce a medical certificate covering the period of your absence. Medical certificates should be forwarded to the Payroll Section for processing in the current pay period. Failure to submit a medical certificate may result in the absence being unpaid.

When sick leave entitlements are exhausted, sick leave can be taken:

* without pay, OR
* in lieu of annual leave, if a medical certificate is provided.

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**Unpaid Leave**

Written applications stating the reasons for leave, without pay, are to be submitted to management, for approval/non-approval. Staff requiring leave beyond entitlements cannot be guaranteed approval.

*bs01142_*The following procedure will apply:

* ***Short Term Absences*** - Leave without pay for any period of time requires approval from management.
* ***Extended Sick Leave*** - Leave without pay is subject to satisfactory medical evidence of sickness.
* ***Other Leave without Pay*** - All other leave with pay requests must be submitted in writing and will be referred to management for consideration.

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**Long Service Leave**

Refer to the Award and to the Letter of Appointment.

**Public Holidays**

Public Holidayswill be observed according to the gazetted holidays in each State.

**Special Leave**

bs01245_For Maternity, Paternity, Bereavement, Marriage and other special leave entitlements, please refer to the Award and to the Offer of Employment.

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