

# WORKPAC COAL MINING AGREEMENT 2019 CMW - LEAVE REQUEST FORM



Name of CMW:

Client & Site:

Type of Leave:	Personal (e.g. Sick) <input type="checkbox"/>	Annual <input type="checkbox"/>
	Without Pay <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>

Leave Start Date:  Leave End Date:

Total Number of Working Hours or Rostered Shifts Absent :

Signature of CMW:	Date:
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Cover for Site operational requirements Required (e.g. Emergency Standby/Critical Pos) Yes  No  **(This does not apply to Personal/Carer's Leave)**

Name of Client Supervisor:

Client Supervisor Notified?: Yes  No  Time: am  pm  Date:

Name of Client Superintendent  (Only Required if Supervisor unavailable)

Leave Accruals Checked?: Yes  No

Time Absence Notified to WorkPac?: Yes  No  Time: am  pm  Date:

Name of WorkPac Contact:

Signature of WorkPac Contact:	Date:
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## **LEAVE REQUEST PROCEDURE**

**Annual Leave:** Applications for annual leave must to be submitted at least four (4) weeks in advance of the commencement date and, unless otherwise agreed between you and WorkPac, must be taken in blocks of not less than one (1) week or 35 hours.

Where the leave form has been signed and approved by your WorkPac representative, you are then required to notify your immediate Client Supervisor.

**Personal Carer's Leave:** You must notify your immediate Client Supervisor by telephone call (only) prior to the start of shift that you are unable to attend work AND you must also notify your WorkPac contact immediately thereafter by phone call (only). On your return to work you must immediately complete this Leave Request Form.

Any failure by a WorkPac employee to adhere to this procedure may be deemed to be a failure to follow a lawful and reasonable direction issued by WorkPac. This may result in disciplinary action, that may lead to termination of employment for repeated breaches.

**Please contact your WorkPac Recruiter or WorkPac Site Contact for any clarity and or concerns regarding this form.**