**LEAVE APPLICATION (TEMPS)**

I,       wish to apply for time away from work.

I am currently working at

Client name:

Client address:

**Leave:**

Starting from:

Ending on:

Returning to work on:

**Notes:**
**I understand and agree that:**

1. If leave is overpaid, or paid in advance of my legal entitlement, that any overpayment may be recovered from my wages, or by a debit against future entitlements, or by a refund to my employer.

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**CLIENT APPROVAL:**

I, (Client name):       approve/decline this leave.

Position:

Location:

Client signature: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **YOUR PEOPLE RECRUITMENT:**

Action:

Date:

**PLEASE SCAN & EMAIL COMPLETED FORM TO: info@yourpeople.co.nz**