

APPLICATION FOR LEAVE
Ministry of Agriculture, Food and Forests

Name: **Ministry:**

Position/Level: **Division:**

Salary:

I hereby apply for.....days (Annual/Maternity/Casual / Study Leave/
Day Off/ Special Leave with pay/
Special Leave without pay)

From **to**

Address whilst on leave

Reason(s) for Leave:

Email address: **Signature:**

Date:

For Official Use

Current Leave Balance (excluding this application)

Annual: Days Off:

Maternity: Special Leave with pay:.....

Casual: Special Leave without pay:

Paternity: Recorded by:

Recommended by: Date:

Head of Division

Approved by Date:

CEO for MAFF

For Senior Officers where Ministerial approval is required

Recommended by..... Date:

Designation..... Date:

Approved by: Date:

Hon. Minister