



## 2.8.0000 APPRENTICE/TRAINEE LEAVE APPLICATION

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The Apprentice/Trainee is to enter all their details in the relevant columns. This entire sheet is then to be handed to the Host Employer (or their representative) for them to complete and sign at least 20 days prior to the first day of the leave that is being sought. You must then return the form to your Talent Coach for secondary approval and forwarding to Payroll.