



ANGLICAN DIOCESE OF BUNBURY

OFFICE AND GENERAL STAFF LEAVE NOTIFICATION

This form is to be used by office staff in parishes.
A minimum of one full month's notice of leave is required.

Please forward this form to the Diocesan Registrar by email to registrar@bunbury.org.au or post to PO Box 15, Bunbury WA 6231.

Name: _____

Parish: _____

Type of Leave: (please tick box)

Dates (inclusive)

Annual

From: To

Personal (sick/carers)

From: To

Long Service

From: To

Other

..... From: To
(study, compassionate, parental etc)

Total Number of Days:

Signed

Staff Member: Date:

Supervisor Date:

Received at Diocesan Office: / /