

## LEAVE REQUEST FORM

- Please discuss your leave requirements with your QARTS Rotational Supervisor (ROT) prior to submitting this request.
- Complete the form in full and **email to QARTS** for formal consideration and processing.  
**qarts@anzca.edu.au**
- Leave needs to be arranged prior to the selection meeting in August except in exceptional circumstances.

	I confirm I have discussed this request with my Rotational Supervisor (ROT) <i>(tick box to confirm)</i>
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**PLEASE USE BLOCK LETTERS AND PRINT CLEARLY**

Surname		Given Names	
Address			
Suburb		Postcode	
Mobile		Other Phone	
Email Address			
Current Hospital			
Current Rotation <i>(tick one)</i>	<input type="checkbox"/> Central	<input type="checkbox"/> Gold Coast	<input type="checkbox"/> Northern <input type="checkbox"/> Southern

Leave requested <i>(dates inclusive)</i>	From dd/mm/yyyy		To dd/mm/yyyy		Total Months	
Reason for leave						
	Comments to support my request					
	Signature			Date		

**OFFICE USE ONLY**

<b>Date</b>		<b>Date</b>	
	Request received by QARTS		Received by ROT
<b>APPROVALS:</b>			
ROT Comments:			
<input type="checkbox"/> Approved	<input type="checkbox"/>	<input type="checkbox"/> Not Approved	ROT Signature: Date:
Committee Chair Comments:			
<input type="checkbox"/> Approved	<input type="checkbox"/>	<input type="checkbox"/> Not Approved	Committee Chair Signature: Date:
<b>SEND TO QARTS FOR PROCESSING:</b>			
	Received by QARTS for processing		Trainee Grid Updated
	Approved/Not Approved Letter Sent		Letter and Request Filed