

GTA Human Resources Limited Trading as
Smart Employment Solutions

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Christmas Shutdown Options

Please be aware that due to the majority of our Host Employers closing down over the Christmas period between mid December – mid January, there are a few options you may take in regards to being paid leave during this period under your relevant Award.

They are as follows:

- ❖ Use of all Annual Leave accrued, once your Annual Leave is exhausted, you may Request Leave without Pay for the rest of your time off.
 - ❖ Suspend/Stand down your Training Contract if you do not wish to take Requested Leave without Pay once your Annual Leave is exhausted. Please note apprentices that are within probation will not be able to take this option.
 - ❖ Request to advance your Annual Leave – at the discretion of management this will only be available to those apprentices who have been an apprentice for more than 12 months with an exceptional employment record.
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Date: _____

Applicant's Name: _____

Host Employer: _____

Please tick which option you wish to take for any time off you have over the December– January festive period.

- Use of Annual Leave, then Requested Leave without Pay.

- Suspend/Stand Down your Training Contract.

- Request to advance your Annual Leave (if applicable).

Applicant's Signature: _____

Employment Consultant Signature: _____

Please ensure the separate Annual leave form is filled out if you request Annual Leave / Requested Leave without pay.

Please fax this form plus your Annual Leave form back to Smart Employment Solutions on 07 3299 5067 immediately.