

# RMO Leave Application Form

**OFFICE USE ONLY**  
Deadline for Response to RMO

Please submit completed form to your ARRMOS RMO Support Unit/Support Person

<b>Last Name</b>		<b>First Name</b>	
<b>Position</b> (eg, House Officer, Registrar, Fellow)		<b>Department/Run</b> (at time of leave)	
<b>Pager Number</b> (if known)		<b>Employee Number</b> (if known)	
<b>District Health Board</b> (please circle)		Auckland DHB / Counties Manukau DHB / Waitemata DHB	

**IMPORTANT NOTE:**

When applying for annual leave in advance because you don't have sufficient leave balance please contact the RMO Support Unit/Support Person to discuss your options.

By signing this leave form you agree that if your requested leave type cannot be covered by the existing balance, leave will be taken from other leave balance TIL, STIL or AL before going to LWOP unless you advise us not to do this.

	Days	Hours	Date Commencing	Date Ending	Date Returning to Duty
<b>Annual Leave</b>					
<b>STIL - Statutory Holiday In Lieu</b> (for taking statutory holidays)					
<b>Medical Education Leave</b> Please code as MEL					
<b>Conference Leave</b> Please code as SRC					
<b>Sick Leave</b>					
<b>Leave without Pay</b>					
<b>Jury Service Leave</b> I wish to take Jury Service Leave as (please tick): <input type="radio"/> Leave with pay <input type="radio"/> Annual leave <input type="radio"/> Leave without pay					
<b>Special Leave</b>					
<b>Other</b> , eg, EREL, Bereavement / Tangihanga. DO NOT use this form if requesting parental leave, use the RMO Parental Leave Application Form					
<b>Cancellation of Leave</b> Leave Type: _____					

Note: At least 3 weeks notice is required if you wish to change your leave dates. Shorter notice is likely to result in changes not being approved

Reason for Leave

For Medical Education (MEL) and Conference Leave (SRC), please provide further information, eg, details of conference, course, location; exam details, etc

RMO Signature:..... Date:.....

**Approved/Declined by Employer**

Name(s):..... Signature(s):..... Date(s):.....

ARRMOS RMO Support Notes / Admin use