



# Associate Leave Request Form

Branch Use Only

Branch Code:

Weekend Date:

Candidate Number:

Cleared of PPE accountabilities  
(FOR FINAL PAY REQUEST ONLY)

Consultant Signature:

\*\*\*\* Associate Use \*\*\*\*

Date of request:

FIRST NAME:

SURNAME:

FINAL PAY request of all leave owing due to **EMPLOYMENT TERMINATION** with Adecco Personnel Ltd.

Last day of work (REQUIRED if final pay is requested):

**TYPE OF LEAVE:**

Holiday/Annual Leave (AL)

Alternative Leave/Day-in-Lieu (DIL)

Sick Leave (SL)

*Please provide a medical certificate for sick leave requests of 3 or more consecutive days*

Please use any leave owing if SL/DIL balances, as requested, cannot cover my request

Bereavement Leave (BL)

Have you received any injuries whilst working for Adecco? Yes No

CONSULTANT: If 'Yes' has been circled above an Adecco Accident & Incident Report/Investigation Form **MUST** be completed prior to the Associate signing for termination.

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
Date of Leave (required if this is not a final payment request)>>>								
HOURS >>>								
Leave Type >>> (AL,DIL,SL,BL)								

Associate signature:

Date signed:

All forms must be duly signed/authorised by the associate. A signature, or email authorisation (if submitted electronically), are the ONLY accepted forms of authorisation.

Email a completed form to your local branch below:

- Northland [whangareipayroll@adecco.co.nz](mailto:whangareipayroll@adecco.co.nz)
- Auckland City [aucklandcitypayroll@adecco.co.nz](mailto:aucklandcitypayroll@adecco.co.nz)
- East Tamaki [easttamakipayroll@adecco.co.nz](mailto:easttamakipayroll@adecco.co.nz)
- Hawke's Bay [hawkesbaypayroll@adecco.co.nz](mailto:hawkesbaypayroll@adecco.co.nz)
- Kapiti [kapitipayroll@adecco.co.nz](mailto:kapitipayroll@adecco.co.nz)
- Christchurch [chchpayroll@adecco.co.nz](mailto:chchpayroll@adecco.co.nz)

- North Shore [northshorepayroll@adecco.co.nz](mailto:northshorepayroll@adecco.co.nz)
- Auckland CIM [aklcimpayroll@adecco.co.nz](mailto:aklcimpayroll@adecco.co.nz)
- Hamilton [hamiltonpayroll@adecco.co.nz](mailto:hamiltonpayroll@adecco.co.nz)
- New Plymouth [newplymouthpayroll@adecco.co.nz](mailto:newplymouthpayroll@adecco.co.nz)
- Wellington [wellingtonpayroll@adecco.co.nz](mailto:wellingtonpayroll@adecco.co.nz)
- Dunedin [dunedinpayroll@adecco.co.nz](mailto:dunedinpayroll@adecco.co.nz)

- West Auckland [westaucklandpayroll@adecco.co.nz](mailto:westaucklandpayroll@adecco.co.nz)
- Penrose [penrosepayroll@adecco.co.nz](mailto:penrosepayroll@adecco.co.nz)
- Bay of Plenty [bayofplentypayroll@adecco.co.nz](mailto:bayofplentypayroll@adecco.co.nz)
- Palmerston North [palmerstonnorthpayroll@adecco.co.nz](mailto:palmerstonnorthpayroll@adecco.co.nz)
- Nelson [nelsonpayroll@adecco.co.nz](mailto:nelsonpayroll@adecco.co.nz)