

ABSENCES

There are two types of allowable absences that attract different application of Child Care Benefit.

ANNUAL LEAVE ABSENCE

Where a 50% reduction occurs (according to C.C.B. percentage)

ONLY APPLIED FOR ANNUAL LEAVE

LEAVE REQUESTS FOR ANNUAL LEAVE REDUCTION MUST BE SUBMITTED ONE WEEK PRIOR TO ABSENCE

ABSENCE FOR ANY OTHER REASON

WHERE THE CHILD DOES NOT ATTEND THE CENTRE ON THEIR BOOKED DAY for other than the above (Annual Leave) reason

USUAL FEE APPLIES

APPLICATION FOR ANNUAL LEAVE

CHILDS NAME.....

DATE OF LEAVE.....RETURNING ON.....

SIGNED.....