

No 314 (City of Wollongong) Squadron
Australian Air Force Cadets

Application for Leave

Instructions to cadets and parents/guardians

1. This form is to be completed in all capital letters using blue or black pen. Mistakes are to have a line struck through them and be initialled by the parent/guardian whose signature appears on the form.
2. This form is to be submitted to the SQNXI through the DM as per 314SQNA AFC SOP.
3. Dates are to be written in the format DD Mmm YY.
4. * Delete where inapplicable.

Part A – Cadet's details

Service number	Rank	Family name	Initial(s)
Date from (inclusive)	Date to (inclusive)	Number of Squadron training parades	Number of external training activities

Part B – Reason for leave

<input type="checkbox"/> Illness <input type="checkbox"/> School commitments <input type="checkbox"/> Sporting commitments	<input type="checkbox"/> Work commitments <input type="checkbox"/> Family commitments	Other (please specify)
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For the dates and number of parades and/or activities stated above, I certify that I will be or have been absent and acknowledge that it is my responsibility to obtain any material or information missed during my absence.

Signature	Date
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Part C – Parent/guardian's certification (not required for cadets of adult age)

For the dates and number of parades and/or activities stated above, I, being a *parent/guardian of the cadet named above, certify that my *child/ward will be or has been absent for the reason(s) stated above, and am aware of the absence.

Full name of *parent/guardian	Signature	Date
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Part D – Squadron Executive Instructor approval

Service number	Rank	Family name	Initial(s)
Leave approved/referred to CO		Signature	Date

Part E – Commanding Officer approval (if required)

Service number	Rank	Family name	Initial(s)
Leave approved/not approved		Signature	Date
Reason (if not approved)			

Part F – Administrative actions (staff to initial and date before filing form)

Date received	Date actioned	CadetOne adjusted	Copy to cadet (if not approved)
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