**MINUTE TO THE PREMIER**

**TO: PREMIER**

**RE: APPROVAL TO TAKE LEAVE**

**PURPOSE**

To seek your approval to take annual leave from 29 August to 4 September 2019.

**DISCUSSION**

**Reason for leave**

Set out the reasons for the leave. If the reason is sensitive and has been discussed verbally between the Premier and the Minister, you might allude to that here (e.g., ‘As discussed, I will be taking sick leave during this time’).

**Acting arrangements**

It would be appreciated if you could request that your office identify a Minister to act in my portfolios during my leave. This line must be included.

If there are any Ministers who cannot act in your Minister’s portfolios (for example, because of a conflict of duty), note that here.

**NOTE: If your Minister’s leave is approved by the Premier, you will need to prepare a Cabinet submission using the Template – Cabinet Submission – Personal Leave:**

* **advising Cabinet of the leave, and**
* **recommending the Governor appoint an acting Minister.**

This minute should be attached. The submission must be considered in Executive Council before the proposed leave commences, ideally one week in advance.

**RECOMMENDATIONS**

It is recommended that you:

1. Approve me taking annual leave from 29 August to 4 September 2019.

**Approved/Not Approved**

(signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ / \_\_\_ / 2019

Minister

PORTFOLIO

/ / 2019

*Contact person:*

*Contact number:*