

Annual Leave Request Form

In line with policy relating to annual leave, everyone must submit a formal request for annual leave. A separate request form must be submitted for each block of leave requested.

All requests are considered based on existing leave requests received from all employees, work commitments and minimum staffing levels required.

Please return completed forms to:

Employee Name:			
I wish to request leave from my annual entitlement as follows:			
My proposed leave dates: (inclusive)		to	
Total number of working hours are:			
Signed:	Date of request:		
Office Use:	Approved		Declined
Signed:	Date:		
Annual Leave Request Confirmation			
Employee Name:			
Leave Dates approved: (inclusive)		to	
No of Hours Leave:			
Above leave request approved:			
Above leave request declined:			
Reason for decline of leave request:			
Remaining unscheduled annual leave entitlement as at approval date			
Signed:	Approval Date:		