

Annual Leave Request Form

Print Name: Date:

I wish to apply for leave on the following date(s):

From:/...../..... date (first day of leave)

To:/...../..... date (last day of leave)

Please ensure that the dates include weekends and any non-working days.

The total number of days requested is:

The type* of leave requested is:

*Please specify, e.g. annual, time owing, maternity etc.

Signed:

For office use only

This request for leave has been:

Approved Declined

If declined, the reason is:
.....
.....
.....

Leave records updated:

Leave taken this year:

Leave remaining this year:

Signed: Manager