

Annual Leave Request

Employee Name _____

Department _____

Manager _____

I request the following holiday:

From:	start date		start time	
To:	end date		finish time	
a total of		day(s)		

Employee's signature _____

Date _____

Annual entitlement _____

days per annum

Holiday leave taken to date (*including above*) _____

day(s)

This request for holiday is approved

Manager's signature _____

Date _____