

SAMPLE ANNUAL LEAVE REQUEST FORM

In line with company policy relating to annual leave, all employees 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 form to your manager.

Employee Name: _____

I wish to request leave from my annual entitlement as follows:

My proposed leave dates: _____ *(inclusive)*

Total number of workings days is: _____

Signed: _____ Date of request : _____

Annual Leave Request Confirmation

Employee Name: _____

Leave Dates approved : _____ *(inclusive)*

Above leave request approved :

Above leave request declined :

Reason for decline of leave request :

Signed: _____ **Approval Date:** _____