



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 department 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 immediate manager.

Employee name	
Employee No.	
Department	

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

Total annual leave entitlement: _____ day(s)
 Balance of annual leave entitlement: _____ day(s)
 My proposed leave dates: _____ until _____ *(inclusive)*
 Total number of working days is: _____ day(s)

Signature: _____ Date of request: _____

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Annual Leave Request Confirmation

Employee name: _____
 Leave dates approved: _____ *(inclusive)*

Annual leave request approved:

Annual leave request declined:

Reason for decline of leave request:

Signature:
 Name:
 Position: