**Dorset College 2018 Staff Annual Leave Request**

|  |  |
| --- | --- |
| **Name of Employee:** | Javier Torrado |
| **Department:** | IT |
| **Date Requested:** | 12/02/2018 |
| **Leave Requested From / To dates:** | - |
| **Total no. of days or hours requested:** | 1 day |

**Total (days/hours) booked or taken so far this year:**

|  |  |
| --- | --- |
| **Dates** | **Hours / Days Taken** |
| 14/02/2018 | 1 Day |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Taken** | **1 Day** |

**All annual leave of 3 days or less must be requested at least two weeks before the proposed date. Annual leave of greater than three days must be requested one month in advance.**

**Please email your completed form to** [**payroll@dorset-college.ie**](mailto:payroll@dorset-college.ie)

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_20/02/2018\_\_\_\_\_**

**Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_20/02/2018\_\_\_\_\_**