Annual Leave Request Form

Employee Details

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| --- | --- | --- | --- |
| Forename: |  | Surname: |  |
| Employee No: |  | Job Title: |  |
| Location: |  | Line Manager: |  |

**Entitlement for the year: \_\_\_\_\_**

**Days carried forward from previous year: \_\_\_\_\_**

Leave Details

From (first day of leave): \_\_\_\_\_\_

To (last day of leave): \_\_\_\_\_\_

Number of forms submitted so far for current holiday year: \_\_\_\_\_

Enter the number of annual leave days booked so far for the holiday year: \_\_\_\_\_\_\_

Enter number of days still to be booked for the current year: \_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Signed By: |  |
| Approved By: |  |
| Date: |  |