

### **Annual Leave request form 2021 – 2022**

In accordance with the Rules of Employment, Article 28, you may request up to 5 days of annual leave. To request annual leave, you must submit this form at least 2 weeks in advance of the date you are requesting. ALTIA CENTRAL may request you to change any of the dates, due to business reasons or other unavoidable circumstances.

#### **1) Personal details**

<b>Your name</b>	
<b>Employee number</b>	
<b>Name of BOE</b>	
<b>Supervisor</b>	

#### **2) Request details**

i) I spoke to my supervisor on:

*(please write date)*

ii) I have currently taken  days of annual leave during this employment period.

iii) I would like to request the following days off:

Date (mm/dd/yyyy)	Name of school(s)	Number of lessons on day

Please give detailed reasons for your request:

signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE FAX THIS REQUEST TO THE OFFICE AT 052-229-1102 AND FOLLOW UP YOUR REQUEST WITH  
A CALL TO YOUR SUPERVISOR CONFIRMING THAT YOU HAVE MADE A REQUEST.**