

# 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.

Employee Name:

John Lennon

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

My proposed leave dates:

from 19/08/1964 to 20/09/1964 (inclusive)

Total number of workings days is:

23

For half days please specify:

AM ☐

PM ☐

Date of request:

06/02/1964

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## Leave Request Confirmation

Above leave request approved: ☐

Above leave request declined: ☐

Employee:

John Lennon

Manager:

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All requests are considered based on existing leave requests received from all employees, work commitments and minimum staffing levels required.

Employee Name:

Paul McCartney

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

My proposed leave dates:

from 19/08/1964 to 22/09/1964 (inclusive)

Total number of workings days is:

23

For half days please specify:

AM ☐

PM ☐

Date of request:

06/02/1964

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## Leave Request Confirmation

Above leave request approved: ☐

Above leave request declined: ☐

Employee:

Paul McCartney

Manager:

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Employee Name:

George Harrison

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

My proposed leave dates:

from 19/08/1964 to 20/09/1964 (inclusive)

Total number of workings days is:

23

For half days please specify:

AM

☐

PM

☐

Date of request:

06/02/1964


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## Leave Request Confirmation

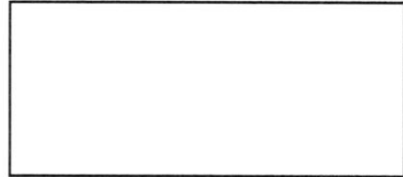
Above leave request approved: ☐

Above leave request declined: ☐

Employee:



Manager:



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**Employee Name:** Ringo Starr

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

My proposed leave dates: from 19/08/1964 to 20/09/1964 (inclusive)

Total number of workings days is: 23

For half days please specify: AM ☐ PM ☐

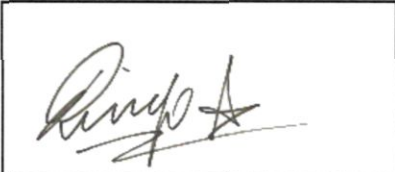
Date of request: 06/02/1964

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## Leave Request Confirmation

Above leave request approved: ☐

Above leave request declined: ☐

Employee: 

Manager: 