**Annual Leave Request Form**

This form is only to be used by employees who do not have access to Employee Self Service.

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| **Employee Details** |
| Full name |  |
| Employee number |  |

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| **Period of Annual Leave Requested** |
| First day of leave |  |
| Final day of leave |  |
| Total number of hours |  |
| Use the space below to indicate any half days of leave being requested and/or if this request is to change previously booked leave |
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| **Employee Signature** |
| Signature |  |
| Date |  |
| **Submit the completed form to your leave approver** |

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| **Leave Approval** |
| The request has been (delete as appropriate)  | Approved | Rejected |
| Signature |  |
| Date |  |