



## ANNUAL 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.

Please return completed forms to your Line Manager

Employee Name:

FAYEZA AHMED

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

My proposed leave dates:

25-10-2022 to 6-11-2022 (inclusive)

Total number of workings days is:

9

For half days please specify:

AM ☐

PM ☐

Signed:

Fayeza

Date of request: 20-10-2022

Office Use: Approved: ☒

Declined: ☐

Signed: K. Suresh

Date: 24/10/22

## Annual Leave Request Confirmation

Employee Name:

FAYEZA AHMED

Leave Dates approved:

25/10/22 to 6/11/22 (inclusive)

No of Days Leave:

9

Above leave request approved:

☒ YES

Above leave request declined:

☐

Reason for decline of leave request:

Remaining unscheduled annual leave entitlement as at approval date

Signed:

K. Suresh

Approval Date:

24/10/22