



LEAVE REQUEST FORM

In line with company policy relating to annual leave, all employees must submit a formal request for taking a leave. A separate request form must be submitted for each block of leave requested.

Please return completed form to HR.

Employee Name: _____

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

My proposed leave date(s): _____ (Inclusive)

My reason to request leave(s): _____

Signed: _____ Date of request: _____

.....

Leave Request Confirmation

Employee Name: _____

Leave Dates approved: _____ (Inclusive)

Above leave request approved:

Above leave request declined:

Reason for decline of leave request:

Approved by: _____

Approval Date: _____

Signed: _____