



Leave Request Form

Name		
Dates requested	Start date: End date: Total number of annual leave/usual or planned working days missed:	
Date submitted		
Date agreed/denied		
Approved by (Line Manager)		Entered into planner Y/N

Please give 1 calendar month's notice when requesting annual leave. Requests will not be unreasonably denied if adequate notice is given. Do not commit financially or otherwise to holidays until your request has been granted.



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