Employee Name _____

Branch/Dept _____

 Payroll ID _____

I request the following holiday:

From: sta   start time _____

To: en   finish time _____

a total of   _____

Employee's signature _____ Date _____

Annual entitlement   nnum

Holiday leave taken to date *(including a*   _____ day(s)

This request for holiday is approved

Manager's signature _____ Date _____