

Annual leave request

Employee request — United Kingdom

Submit this request through the procedure required by your employer. Leave is not approved until the employer confirms it.

I request annual leave for the period shown below.

Employee name *

Employee or payroll number

Department / manager

First day of leave *

Last day of leave *

Return date

Working days or hours requested *

Handover or other notes

Place and date *

Employer decision / reference (for employer use)

Annual leave request

Employee signature