

Annual leave request form

Complete sections 1–3 and send to your manager. Wait for confirmation before treating the request as approved.

1. Employee details

Name	Team / department
Contact email	Request date

2. Leave requested

First day of leave	Last day of leave
Working days / hours requested	Return-to-work date

3. Cover and handover

Work to hand over and proposed cover arrangements	
Cover contact (if arranged)	Handover date (if needed)

4. Manager decision

Decision: Approved / Not approved	Manager name
Comments / changes agreed	Decision date