

Payroll Solutions

Annual Leave Request Form

To ensure timely payment of holiday pay, employees are advised to notify their employers at least four weeks in advance.

Employer's Name:

Address:

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Telephone No:

Employer's Authorisation:

Date:

Employee's Name:

Address:

.....

Telephone No:

I wish to take my Annual Leave from

to I will be using hours.

I confirm that I am aware of the conditions regarding holiday entitlement and agree to repay any overpayment made.

Signature:

Date: