

ANNUAL LEAVE REQUEST FORM

Any Staff requesting Annual Leave must ensure that they give a minimum of TWO weeks Notice. This enables the office staff to plan rotas and determine whether there will be sufficient staff working to cover your work. We will try to accommodate all holidays requested, however there may be times where this may not be possible.

CARERS NAME:

DATE:

Annual Leave Dates Required

DATE FROM:

TIME:

DATE TO:

TIME:

TOTAL OF DAYS REQUIRED

Office Use Only

Accepted/Declined by

Text Message Sent/Phone call made by

Date

Notes: