

TIME OFF REQUEST FORM

Retirement
.Capital



Please submit this form for approval at least four (4) weeks in advance of your preferred annual leave dates. All requests should first be verbally submitted to your supervisor in person; forms can then be submitted via email or in person after this initial conversation.

Holiday Allowance 20 Days - January to December

Name: Gina

Date of request: 16/08/2022

Annual Leave Dates Requested: 17.08.2022 through: 19.08.2022

Returning: 22.08.2022
17.08 (Wednesday) Half Day Only (morning)
18.08 (Thursday) Half Day Only (morning)
19.08. (Friday) Full Day

Total Number of Days Requested: 2

Total Number of Days Taken, including this request: 13 remaining - 2

Total Number of Days Left: 11

Supervisor / Peer who approved: Gavin

FOR INTERNAL USE ONLY:

Request saved in Google Drive Folder: ☐

Recorded on Annual Leave Calendar in V-Tiger: ☐

Date completed: