

# 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*** + 1.5 days carried forward from last year. 21.5 in total

*Name:*

*Date of request:*

*Annual Leave Dates Requested:*

*through:*

*Returning:*

Wednesday 23.02.2022 - Half day  
Thursday 24.02.2022 Full day  
Friday 25.02.2022 Full day

*Total Number of Days Requested:*

*Total Number of Days Taken, including this request:*

Thursday 03.03.2022 Full day  
Friday 04.03.2022 Full date

*Total Number of Days Left:*

*Supervisor / Peer who approved:*

***FOR INTERNAL USE ONLY:***

*Request saved in Google Drive Folder:*

*Recorded on Annual Leave Calendar in V-Tiger:*

*Date completed:*