

# 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.*

*Name:* Vikki Whitby

*Date of request:* 13-01-2022

*Annual Leave Dates Requested:* 14th February      *through:* 15th February

*Returning:* 16th February

*Total Number of Days Requested:* 2

*Supervisor / Peer who approved:* Gavin McCloskey

*FOR INTERNAL USE ONLY:*

*Request saved in Google Drive Folder:* ☐

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

*Date completed:*