

ANNUAL LEAVE REQUEST FORM

Employee Name: _____ Employee ID: _____

Position/Role: _____ Department: _____

Manager/Supervisor: _____

Leave Details:

Type of Leave: _____

Start Date: _____ End Date: _____

Total Days Requested: _____

Employee Declaration:

I hereby apply for annual leave as detailed above. I confirm that the information provided is true and correct to the best of my knowledge. I acknowledge that approval of this leave is subject to operational requirements and that I remain responsible for ensuring all tasks and obligations are managed during my absence.

Manager Approval:

I have reviewed the above annual leave request and confirm that it has been approved/not approved in accordance with company policies and operational requirements.

Manager Name: _____

Manager Signature: _____

Date: _____

HR Use Only:

Leave Balance (Days): _____

Leave Recorded By: _____

HR Signature: _____

Date: _____

Privacy and Compliance Statement:

The information collected on this form will be used solely for leave management purposes in accordance with applicable Australian privacy laws. Personal data will be handled confidentially and securely. By submitting this form, you consent to the collection and use of your personal information as described.

Employee Signature

Date

Signature: _____

Date: _____

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<https://legaltemplates-au.com/annual-leave-form/>

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