

## Annual Leave Request

From: \_\_\_\_\_

Date: \_\_\_\_\_

I request annual leave for the following days:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total leave to be taken: \_\_\_\_\_

Date: \_\_\_\_\_

Recommendation: \_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_

Recommendation: \_\_\_\_\_  
Executive Director