**Absolute Support Leading Light**

**Annual Leave Request Form for Leave Year 2020/21**

Name:

Date request sent:

Total number of hours leave requested:

Have all days you are not available (even those you are not on shift) been recorded? Thank you.

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| **Dates you are requesting – please list each individual day you would have been on rota in a separate box as well as all days you are not on rota but are unavailable (RECORD AS ZERO HOURS).****Thank you** | No of hours requested for each individual day | Checked by manager? | Approved by manager? | Hours remaining |
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Leave approved by:

Date of approval: