

	LEAVE APPLICATION	Effective Date: 07 Oct 1996	
		Document Code: QMS-RM-F05	
		Rev. No. 00	Ref #:

Please ensure that this application is approved prior to confirming your holiday arrangements.				
☐ Annual Leave ☐ Emergency Leave ☐ Other				
Surname (Mr/Mrs/Miss)				
First Name				
Branch/Department		Employee Payroll No.		
Job Title				
Reason for leave:				
First Day of Leave	Last Day of Leave	Date returned to work	No. of leave days taken	
Leave Entitlement:				
Date Joined	Date last leave taken	Total days remaining after previous leave	Current year leave entitlement	Additional leave days requested
Ticket	☐ Paid by Company		☐ Own ticket	
Contact details whilst on holiday (Tel / Fax No. if applicable)				
Other Requests				
Details of Flight Booking:				
Passport No		Nationality		
Passport Expiry Date		Residence Visa Expiry		
Travel Date & Time (am/pm)		Return Date & Time (am/pm)		
Flight No.		Departure (Airport)	Destination (Airport)	
Please attach details as above for others due to travel with you under your Contract				
Employee's Signature	Date _____			
Authorisation Details: I have approved the holiday dates requested above:				
	Name	Signature	Date	
Operations Manager				
HR Manager				
Accounts Manager				

- ☐ Passport checked for Visa & Expiry Dates
- ☐ Ticket Booked
- ☐ Passport Retrieval Request Form