Annual Leave (Holiday) Request Form

Name..……. Date……

The amount of notice normally required is one month except for single days, when one week's notice is normally required.

The dates should be agreed in consultation with your line manager and passed on for approval to the Academic Registrar for Academic staff and the CFO for non-academic staff.

Periods of annual leave are to be taken from January - December in any one year and may not be carried over to the following year. Fridays are calculated as one whole day's holiday.

Leave taken/due will appear on your monthly salary slip.

According to policy 20 ***working*** *days plus bank holidays is the annual leave entitlement per calendar year for a full year's work. This is pro-rated for employees working part of the year.*

I wish to take the following leave from my annual entitlement:

From date: To date (including)……

Days taken before this request: Days left: ……

Requested by (signature):

…… Date:……

Authorised/refused by line manager:

…… Date:……

Authorised/refused by Academic Registrar/CFO

…… Date:……

PLEASE RETURN COMPLETED FORM TO THE OFFICE MANGER, OFFICE OF THE PRINCIPAL