

Time off Request Form

This form must be completed and submitted at least 14 days prior to the rota being released.

Today's Date: ___/___/___

Employee Name: _____

Requested Date(s) – inclusive: _____

TEXT ON FULL RESOURCE: _____

TEXT ON FULL RESOURCE: _____

Approved or Declined: A D

Manager's signature: _____ Date: ___/___/___

We will always endeavour to meet your request, however please remember that sometimes it may not be possible.