

Annual Leave Application

Sample Document

Employee Name : _____

Employee ID : _____

Department : _____

Position : _____

Leave Start Date : _____ / _____ / _____

Leave End Date : _____ / _____ / _____

Total Days : _____

Reason for Leave : _____

I hereby request approval for annual leave for the period stated above.

Date of Application: _____ / _____ / _____

Applicant's Signature

Supervisor's Signature

HR Department