

# 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