

English Banana.com

Schools

Leave Request Form

Name:

Type of Leave (Please Tick ✓):	From:	To:	No. Days:
Paid Annual Leave:			
Unpaid Leave:			
Maternity / Paternity Leave:			
Compassionate Leave:			
Other (Please Specify):			

Total number of days' paid annual leave per year:	
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Total number of days' paid annual leave now remaining:	
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Manager's Approval Given:

Manager's Signature:	Date:
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