# TIME OFF REQUEST FORM

Retirement
.Capital

*Please submit this form for approval at least four (4) weeks in advance of your preferred annual leave dates. All requests should first be verbally submitted to your supervisor in person; forms can then be submitted via email or in person after this initial conversation.*

***Holiday Allowance 20 Days - January to December***

*Name:* Lisa Welton

*Date of request:* 06/09/2022

*Annual Leave Dates Requested:* 8 Sept 2022 *through:* 9 Sept 2022

*Returning:* 12th September 2022

*Total Number of Days Requested:* 2

*Total Number of Days Taken, including this request:* 8

*Total Number of Days Left:* 12

*Supervisor / Peer who approved:* Gavin

*FOR INTERNAL USE ONLY:*

*Request saved in Google Drive Folder:* ☑

*Recorded on Annual Leave Calendar in V-Tiger:* ☑

*Date completed:* 07/09/2022