

## ANNUAL LEAVE REQUEST FORM

- This form must be lodged a minimum of 4 weeks prior to the beginning of the leave dates requested
- Applications are treated as first-in-first-granted therefore not all annual leave requests can be approved
- Leave applications are to be submitted to your Restaurant Manager
- Your Restaurant Manager will provide you a signed copy of this form showing if the leave is approved
- Do not assume your leave is approved prior to receiving confirmation from your Restaurant Manager

EMPLOYEE TO COMPLETE	Completed form to be lodged with Restaurant Manager
Store	
Date	
Name	
First Day of Leave (Include day and date – ie Friday 1 <sup>st</sup> July 2017)	
Last Day of Leave (Include day and date – ie Friday 5 <sup>th</sup> July 2017)	
Total number of days	
How many days do you have accrued? (check on your payslip)	
Employee Signature	
STORE MANAGER TO COMPLETE	After approval, employee to receive a copy of the signed form and original form to be provided to the Rostering Manager
Approved	Yes / No
Notified employee of approval/non-approval	Yes / No
Name	
Signature	
Date	
ROSTERING MANAGER TO COMPLETE	Employee is unavailable to be rostered for these dates
Entered into unavailability book	Yes / No
Name	
Signature	
Date	
MELISSA TO COMPLETE	
Employee, Store Manager and Rostering Manager Signatures	Yes / No
Form filed in employee file	Yes / No
Date	
Signature	