

TEMPORARY STAFFING BANK

Annual Leave Request Form

Name:

Payroll Number: Band:

Signed: Date: / /

Dates Requested:

From	To	Hours

You may take annual leave at any time but **please note** that you will not be able to work any bank shifts on the dates requested.

Leave is paid at your basic rate, enhancements do not apply

Office Use Only:

Signature:	
Date Processed:	
Date Submitted to Payroll:	