



## Banking Annual Leave Request Form

<b>Colleague Name:</b>	<b>Payroll No:</b>
<b>Leave Year:</b>	<b>Line Manager:</b>
<b>Location:</b>	

This form should be used only for banked leave requests, as per the Annual Leave Policy.

Please complete this form, indicating how many days are requesting to be banked from the year's entitlement. The form should be signed by the colleague and line manager. Please ensure that a record is kept by the colleague and line manager.

No of Hrs/days Requested	Date of Request	Signed: Colleague	Signed: Line Manager	Received in PSG	Signed: DGGM - PSG	Dates taken

<b>Policy name:</b>	Banking Annual Leave Request Form	<b>Date of last review:</b>	April 2022
<b>Policy owner:</b>	HR	<b>Issue number:</b>	002