

....., date .....

full name

.....

organizational unit

.....

position

### LEAVE REQUEST

I kindly request an annual leave, special leave \* in the period from .....  
..... until ..... inclusive, i.e. .... working days ( ..... hours).

.....  
date, signature of the employee

I agree:

.....  
date, signature of the manager/immediate superior

\* cross out as appropriate  
subtracted from the leave entitlement .....  
entered .....