## Request for Vacation, Snipperday and Special Leave

Name		Staff Number
I hereby request :		
☐ Vacation	From	_ through
Snipperday / Flexiday		
Special Leave	From	- through
Reason for Special Leave		
Unpaid Leave	From	- through
Approval Permitted		Signature Employee
☐ Not Permitted		<city>,</city>
Signature Department Manager		Signature Manager Human Resources
<city></city>		<city></city>
Note: To be completed in duplicate	<ol> <li>Original to be returned</li> <li>Pink copy of approved</li> </ol>	d to employee d form to be kept by Department Manager or designate.

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