

# Annual Leave

1 Stop Rec Limited  
 Phone: 01206 616171 / 01473276168  
 Fax: 01206 616181 / 01473 276169  
 www.1stophealthcare.co.uk

**Employee Name:**

**Branch:**

**Please note annual leave must be authorised by head office .**  
**For 1 week of annual leave you must give minimum 2 weeks notice**  
**For 2 weeks of annual leave you must give minimum 4 weeks notice.**  
**For 3 weeks of annual leave you must give minimum 6 weeks of notice**

Leave Type	Start Date	End Date	Days	Hours with Pay	Hours without Pay
<b>Total</b>					

**Comments:**

Name:

Signature:

Date:

Office use only:

Authorised     Unauthorised