



To be completed by the employee

In accordance with the provisions of the HSE Terms and Conditions of Employment (Revised) 2009, I hereby notify my employer that I wish to apply for permission to take, in the current leave year, annual leave which I will not earn until the following leave year.

Signature:	Date								
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I have checked the relevant supporting documentation required for the leave requested.

Email Address:

The annual leave should only be approved where it is reasonable to expect that the employee will remain with the HSE to accrue the amount of the leave involved.