Anticipation of Annual Leave Application Form – HR 108 (b)

This form is to be used by employees to apply for Anticipated Annual Leave. You must apply prior to the Ist April in the current year. Please complete the form in Block Capitals and tick appropriate boxes. Date Format DDMMYYYY

To be completed by the employee																	
Surname :								First Name:									
Grade:								Personne	l No:								
Location:								PPS No:									
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.																	
Reason annual leave is applied for:																	
From date								To date									
Signature:								Date									
To be completed by the Line Manager																	
I have checked the relevant supporting documentation required for the leave requested.																	
Application Approved Yes 🗌 No 🗌								If no, give reason:									
Signature:								Date									
Name:								Grade									
Contact Phone No:								Mobile No:									
Email Address:	Email Address:																

Explanatory Note: An officer whose annual leave allowance for the current leave year has been exhausted and who is confronted with an unforeseen but compelling social obligation e.g. the wedding of a close friend or relative, may however be allowed to anticipate up to two days of the allowance for the next leave year. This arrangement will apply only in the last three months of the leave year

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.

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