

# DELI ESPRESSO HOLIDAY REQUEST FORM



NAME	
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POSITION	
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BRANCH	
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DATE FROM	
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DATE TO	
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TOTAL DAYS TAKEN	
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SIGNED	
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DATE	
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AUTHORISED BY	
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## FOR OFFICE USE ONLY

TOTAL ANNUAL ENTITLEMENT	
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TAKEN PRIOR TO REQUEST	
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THIS REQUEST	
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BALANCE REMAINING	
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