



Application for Saturday Prior

To: The Manager Olive Grove Depot

I wish to apply for a Saturday prior to annual leave

Sat date required off

For holiday from to:

Driver Name

Driver Number

Date of application

Note: No application will be allowed unless 14 days notice is given.

FOR OFFICE USE ONLY

Approved by

Date recorded

PLEASE FILL IN THE SECTION BELOW WITH YOUR DETAILS AND THE W/C DATE YOU ARE REQUESTING AND TAKE THE FORM TO A FORWARD ALLOCATOR

SATURDAY PRIOR REQUEST RECEIPT

Date received

For Driver name No

Sat date required off

For holiday from to:

Signed