|  |  |  |  |
| --- | --- | --- | --- |
| **Carryover of Annual Leave Request Form** | | | |
| **Request Date\*：** | | | |
| **Requester\*** |  | **Department\*** |  |
| **Leave Type\*** |  | **This Month Request Hours** |  |
| **This Year Request Hours** |  |
| **Carryover Period of Annual Leave** |  | **Total Hours Used Annual Leave** |  |
| **Total Hours Carryover of Annual Leave** |  |
| **Annual Leave Handling Method\*** |  | | |
| **Remark** |  | | |