

**ROYAL BERMUDA REGIMENT - LEAVE REQUEST FORM**

Regt #:	Rank:	Name:	Appt:	Coy/Dept:
Leave Dates Requested DD-MM-YY		From:	To:	
Reason for Leave:				
Military Commitments During Leave Period:				
Leave Contact Information	Contact 1:		Contact 2:	
	Address:		Address:	
	Phone:		Phone:	
	Email:		Email:	
Signature of Applicant	Signature:		Date (DD-MM-YY):	

Unit Commander (or 1RO)	<b>APPROVED</b>	<b>DENIED</b>	Signature:	Date (DD-MM-YY):
Regt #:	Rank:	Name:	Appt:	Coy/Dept:

Coy Commander (or 2RO)	<b>APPROVED</b>	<b>DENIED</b>	Signature:	Date (DD-MM-YY):
Regt #:	Rank:	Name:	Appt:	Coy/Dept:

**LEAVE MUST BE SECURED BEFORE MAKING TRAVEL RESERVATIONS!**

**Notes for FTS: Form to be filed with RHQ and to serve as backup to VLT. Leave Administrators to sign as Unit Commander. Adjt or CO to sign as Coy Comd.**

**PROVIDE PHOTOCOPY TO SOLDIER**