

Holiday Request Form



Name

I request holiday as follows:

I will **finish** @ (time) on: day date month..... year.....

I will **resume** @ (time) on: day date month..... year.....

Total number of days requested:

Employee Signature Date

NB: All holiday requests require 4 weeks notice, and work on a first come first served basis. No holidays will be authorised for the December/January festive period.

DO NOT MAKE TRAVEL/HOLIDAY ARRANGEMENTS UNTIL YOU HAVE RECEIVED CONFIRMATION THAT THE HOLIDAY REQUESTED HAS BEEN AUTHORISED.

Authorised by Date

(For Office Use Only)

Holiday Entitlement for the year (in days)

Number of days requested

Number of days previously taken/booked

Number of days left to take

Confirmation of Holiday Request

(Completed By Office)

Name

Dates Requested From To

Holiday Entitlement for the year (in days)

Number of days requested

Number of days previously taken/booked

Number of days left to take

Signed Date