**HOLIDAY REQUEST FORM**

*A Holiday Request Form* ***must*** *be completed and authorised prior to taking holiday leave (and not in retrospect) and therefore holidays should* ***not*** *be booked until this form has been authorised and processed for recording to personnel files.*

**NAME:**

**DATE:**

Please detail below the dates and number of days being requested on this form:

|  |  |  |
| --- | --- | --- |
| **First Day and Date of Holiday** | **Last Day and Date of Holiday** | **No of Working Days** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***For Example:***

|  |  |  |
| --- | --- | --- |
| **First Day of Holiday** | **Last Day of Holiday** | **No of Working Days** |
| Monday 6 April 2015 | Friday 10 April 2015 | 5 |

|  |  |
| --- | --- |
| Annual Leave allocation for the year: |  |
| Annual leave previously taken and/or requested |  |
| No. of days requested on this form: |  |
| Balance remaining for this year: |  |

**Employee’s Signature: ............................................. Date: …..……….........**

**Employer’s Signature .............................................. Date: .......................**