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| **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.*

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Date of Request** |  |

|  |  |  |
| --- | --- | --- |
| **First Day & Date of Holiday** | **Last Day & Date of Holiday** | **Number of Working Days** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Number of Days** | |  |

**Employee Signature Date**

**Authorised By Date**