

HOLIDAY REQUEST FORM

Employee Name:

First day of holiday - Last day of holiday –

Number of holiday days requested -
(this is the number of annual leave days requested, ignore your rota'd days off)

Last day worked - First day back at work –

Working Pattern:

Please circle the appropriate days you would have worked and are requesting as holiday (Hol) or if these would have been your day off please circle DO.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol
DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol

Employee Signature -

Date –

Office Use:

Approved or Declined:			
Date received in office			
Authorised by:		Date:	
Reason for declining holiday:			

HOLIDAY REQUEST FORM

Employee Name:

Holiday Dates Requested: From - Until –

Number of holiday days requested -
(this is the number of annual leave days requested, ignore your rota'd days off)

Last day worked - First day back at work –

Working Pattern:

Please circle the appropriate days you would have worked and are requesting as holiday (Hol) or if these would have been your day off please circle DO.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol
DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol	DO / Hol

Employee Signature -

Date –

Office Use:

Approved or Declined:			
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Authorised by:		Date:	
Reason for declining holiday:			