

**HOLIDAY REQUEST FORM**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Holiday Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Annual Holiday Entitlement \_\_\_\_\_\_\_\_ days/hours**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Current Year**

**Days carried over from previous year \_\_\_\_\_\_\_\_\_ Long service days? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total in current year \_\_\_\_\_\_\_\_\_\_\_\_\_ days/hours Manager authorised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **FOR COMPLETION BY EMPLOYEE** | | | **FOR MANAGEMENT USE ONLY** | | | |
| **DATES**  **FROM - TO** | **NUMBER OF DAYS** | **SIGNED** | **APPROVED**  **Initial and Date** | **REFUSED**  **Initial and Date** | **IF APPROVED** | |
| **DAYS TAKEN** | **DAYS**  **STILL DUE** |
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