

# Holiday Request Form

Name:

Date of request:

## Holiday(s) requested

Week starting Monday

Day	Date requested	Hours
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

**Week no.**

Week starting Monday

Day	Date requested	Hours
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

**Week no.**

I will be returning to work on:

This request has been granted and you now have  hours holiday left to take from this year's entitlement.

This request has not been granted. Please contact a Team Leader if you have any further queries.

*Signed*

*Team Leader*

*Signed*

*Manager*

*You will receive a photocopy of your application with a decision and it will be signed by a Team Leader and a Manager. Keep that copy for reference as it will give you the number of hours you have left of your entitlement, (this will include any accrued leave in lieu). Holiday requests will not be taken by any other means except this form unless in an emergency situation.*