

Holiday Request Form

Name:

Form submitted on:

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:

If your holiday request is agreed you will receive a holiday booking confirmation form. If your holiday request is declined you will receive a phone call from a manager. If you haven't had a reply within seven days of making this request phone the office.

Do not assume your request has been granted until you have received a printed confirmation form.

Keep the confirmation for reference as it will give you the number of hours you have left from your entitlement.

Holiday requests will not be taken by any other means except this form unless in an emergency situation.

Holiday Request Form Guidelines

The holiday request form has space to fill in holidays requests up to two weeks long. If longer holidays are requested then extra forms need to be filled in.

The member of staff will:

- **NOT** fill in any **SHADED** box.
- Fill in their name
- Fill in the dates of days they want off
- Fill in the hours to be paid each day. Usually this will be the "directed day" hours. A full week's holiday should add up to a week's contracted hours. If additional hours are wanted this should be cleared with management first.
- Fill in the date they will be returning to work.

Management will:

- Fill in the week number for their own reference, if they wish to do so
- Fill in the hours allocated for each day's holiday. These will usually be the hours that would normally be worked on that day. Any differences from this should be discussed with the member of staff. The total hours entered for a week's holiday should usually add up to the member of staff's contracted hours.
- If the holiday request is approved, enter the holiday into the company database
- Either send the member of staff a confirmation form or telephone the member of staff to explain why the holiday request has been declined