

# Holiday Request Form



This form should be used to request holiday whether paid or unpaid.

All holiday must be approved one month in advance by your team leader / manager.

Holiday Request Forms will be held in the office - you may keep a copy yourself if you wish.

Employee No. : \_\_\_\_\_ Date: \_\_\_\_\_

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

First Day of Holiday

Day	Date

Last Day of Holiday

Day	Date

Number of Days

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For half days please state AM or PM

Return to work date

Day	Date	Time

Total no. of days requested on this occasion

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Paid Holiday

Y N

Signed by Employee:

Date:

Signed by Manager:

Date:

Please note, all absence must be recorded on the Employee Attendance Record.