

Annual Holiday Request Form

You can use this form to book all of your annual Holiday entitlement.

Your manager will reply to your request within 7 days.

1st April – 30th October During this period you should take a minimum of 3 weeks from your holiday entitlement.

1st November – 31st March During this period you should take the remaining days from your holiday entitlement.

We will consider every request, however we may need to restrict the number of authorised holidays during busy trading periods e.g. Christmas or Easter.

Please ensure that your holiday is authorised before making any final external arrangements.

Please remember to speak to your manager if you change the number of days you work per week, as your holiday entitlement may change.

To be completed by individual and given to Line Manager

Please forward this section to Wages/Administration:

Employee Name:

Employee Number:

Department/Location:

Holiday Days Entitlement: days

Number of days holiday/leave requested: days

[illegible]

Employee Signature:

Date:

To be completed by Line Manager

Date request received (manager to date on receipt):

Date employee notified:

I have authorised all of the initialled above holiday dates, please pre-book on the system.

Manager's signature:

Date:

Admin Use Only

Request filed/entered onto system by:

Date:

Return this section to the Employee

Employee Name:

Department:

	From	Until	Authorised Y/N?	Number of Days Holiday:
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Week 6				
Total Days Authorised:				

Number of days holiday authorised year to date:

Holiday days remaining to request:

Managers Signature:

Date request agreed: