HOLIDAY REQUEST FORM

Name

Holiday year

If employed part way through the holiday year, pro-rata holiday entitlement

Holiday entitlement in full holiday year

From - To	No. of days requested	Employees signature and date of request	Manager authorised?	Manager signature and date of authorisation or refusal	Holidays remaining
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	
dd/mm/yy - dd/mm/yy		dd/mm/yy	yes no	dd/mm/yy	

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