



# Holiday Request Form

A Holiday Request Form **must** be completed and authorised prior to taking holiday leave (and not in retrospect) and therefore holidays should **not** be booked until this form has been authorised and processed for recording to personnel files.

Employee Name	
Date of Request	

First Day & Date of Holiday	Last Day & Date of Holiday	Number of Working Days
Total Number of Days		

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorised By \_\_\_\_\_ Date \_\_\_\_\_