

Holiday Request Form



Name

Sites

Date

HOLIDAYS REQUESTED

From: This is the first day of your holiday	To: This is the last day of your holiday	No. of days	Please tick the days holidays <table border="1"> <tr> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Employee signature

Date

Supervisor signature

Date

All holidays must be authorised by your supervisor, then passed to the HR department. Please, DO NOT book your holiday until you have received the approved holiday form. Normally a minimum of 4 weeks notice is required and holidays must not coincide with other personnel in your department. The holiday year runs from 1st January to 31st December. Any holidays not taken will be lost.

FOR OFFICE USE ONLY Other staff off at same time

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.....	HR signature

APPROVED HOLIDAY CONFIRMATION

Name	Department	Date
From	To	Days
From	To	Days
From	To	Days
From	To	Days remaining

Please note: Two days will be taken off your holiday entitlement for Christmas Day & Boxing Day and one day will be taken off at the beginning of the year for New Years Day

Enjoy your holiday!