



Ex ertHR
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HOLIDAY REQUEST FORM

This form is to record requests for annual leave and Bank Holidays and is to be completed by the employee and countersigned by their line manager. It must be completed for all requests for annual leave of ½ day or more. Employees must not book holidays until their request for annual leave has been formally approved. Leave may only be requested in accordance with the leave policy.

Full name of employee	
First working day of proposed annual leave	
Last working day of proposed annual leave	
Total number of working days of proposed annual leave	
Balance of annual leave entitlement remaining if this request is authorised	
Please give any information you would like your line manager to take into account in relation to this request	

I declare the above information to be correct. I understand that my request for annual leave is not authorised until this form has been countersigned by my line manager. I accept that any annual leave I take without the prior authorisation of my line manager will be viewed by the Company as unauthorised absence, which is a gross misconduct offence and could result in my dismissal.

Signed by employee

Signed by line manager

Date _____

Date _____