Holiday Request

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| --- |
| **I would like to take the following as annual holiday:** |
| **Start Date** | **Start Day** | **Return Date** | **Return Day** | **No. of days holiday** |
|  |  |  |  |  |
|  |
| **Number of days of holiday remaining prior to the above request** |  |
| **Number of days of holiday remaining after to the above request** |  |
|  |  |  |  |  |
| **Signed by employee** |  |  |  |  |
| **Print Name** |  |  |  |  |
| **Date** |  |  |  |  |
|  |  |  |  |  |
| **Approved?** | **YES** | **NO** |  |  |
| **Reason for not approving request** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Signed by SAL** |  |  |  |  |
| **Print Name** |  |  |  |  |
| **Date** |  |  |  |  |