Holiday Request

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | |  | |  |  |  |