**Template: Holiday Request Form**

This should be amended to suit your company’s requirements.

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*.*

**Name:**

**Date:**

|  |  |  |
| --- | --- | --- |
| **First Day and Date of Holiday**  **i.e. Monday 7 August 2017** | **Last Day and Date of Holiday**  **i.e. Friday 11 August 2017** | **No of Working Days**  **i.e. 5** |
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| --- | --- |
| **Annual leave allocation for the year:** |  |
| **Annual leave previously taken and/or requested:** |  |
| **No. of days requested on this form:** |  |
| **Balance remaining for this year:** |  |

**Employee’s Signature: ............................................. Date: …..………......**

**Line Manager’s Signature: .............................................. Date: .......................**