



# Holiday Request Form Template

Name

Holiday entitlement

Holiday year from

To

Holiday Requested		Days Taken	Days left	Authorised/refused by	Monitored by
From	To				



For a bespoke contract or more information, please contact the HR Dept on [helena.white@hrdept.co.uk](mailto:helena.white@hrdept.co.uk) or call **0345 2004178**