

### HOLIDAY REQUEST FORM

This form is to record requests for annual leave and is to be completed by you and countersigned by your line manager. It must be completed for all requests for annual leave.

You **MUST NOT** make any holiday arrangements (book holidays, make payments) before your request has been formally approved and a properly authorised form has been returned to you. The Company will not be responsible for any losses incurred as a result of not following the correct procedure.

Employee Name	
Date of Request	

Total number of days/hours entitlement in current holiday year	
Balance remaining in current holiday year	

Total number of <b>unpaid</b> days/hours to be taken	
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Date of first proposed holiday day	
Date of last proposed holiday day	
Total number of <b>paid</b> holiday days/hours to be taken	

Date of first day of proposed unpaid leave	
Date of last day of proposed unpaid leave	
Total number of <b>unpaid</b> days/hours to be taken	

Balance of annual leave if this request is authorised	
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I understand that my request for annual leave is not authorised until my line manager has countersigned this form and returned it to me. I accept that any annual leave I take without prior authorisation will be viewed by the Company as unauthorised absence, which is a serious disciplinary offence and could result in disciplinary action being taken against me in accordance with the Company's disciplinary procedures. I appreciate that it may amount to gross misconduct and therefore could result in my summary dismissal.

Employee Signature: \_\_\_\_\_

Your request for paid annual leave is duly authorised\* / denied\*:

Your request for unpaid leave is duly authorised\* / denied\*:

Line Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* delete as applicable