Holiday Request Form

maticmedia

All holidays where greater than 3 days MUST be booked 2 months in advance.

EMPLOYEE NAME: _____

Holiday is requested for the following dates:

From: _____ (inclusive)

To: _____ (Inclusive)

Total number of days _____

My immediate manager has been advised of my request.

Employee Name: _____

Employee Signature: _____

Manager Name: _____

Manager Signature: _____

TO CONFIRM THAT THIS REQUEST HAS BEEN AGREED 2 COPIES MUST BE COMPLETED WITH ONE BEING FILED

CONFIRMED HOLIDAYS MUST BE RECORDED ON THE HOLIDAY PLANNER.

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For Office Use Only

Current Entitlement _____

Paid / Unpaid

No. of holidays w/e _____

No. of holidays w/e _____

No. of holidays w/e _____

No. of holidays w/e _____

Total at days taken _____

Remaining _____