**HOLIDAY REQUEST FORM**

*A Holiday Request Form****must****be completed and authorised prior to taking holiday leave.*

**NAME:**​

**DATE:**

​Please detail below the dates and number of days being requested on this form:

|  |  |  |
| --- | --- | --- |
| **First Day and Date of Holiday** | **Last Day and Date of Holiday** | **No of Working Days** |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

***For Example:***

|  |  |  |
| --- | --- | --- |
| **First Day of Holiday** | **Last Day of Holiday** | **No of Working Days** |
| Monday 6 April 2015 | Friday 10 April 2015 | 5 |

​      ​​​

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

**Employer’s Signature ..............................................**​**Date:**​**.......................**

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