

Holiday Request Form

A **Holiday Request Form** **must** be completed and authorised prior to taking holiday leave (and not in retrospect). Holidays should **not** be booked until this form has been authorised and processed for recording to personnel files.

Name: _____ **Date:** _____

Department: _____ **Employee ID:** _____

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

For Example:

First Day of Holiday	Last Day of Holiday	No of Working Days
Monday 9 Jan 2023	Friday 13 Jan 2023	5

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:	

Employer Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____