HOLIDAY REQUESTFORM

Employee name:		
Holiday entitlement:	days	
(for period: 1 January (or employment sta	rt date) – 31 December 20)	

- Your leave entitlement is calculated on a pro rata basis dependent upon your employment start date and is based on [NUMBER OF DAYS] days per year.
- You are entitled to 8 public or bank holidays. There is no requirement to record these on this leave record.
- You should endeavour to give at least 4 weeks' notice of your intention to take holiday of 2 days or more.
- All leave requests should be approved by your manager. This leave record will act as confirmation of such approval.
- If previously approved leave is not taken, your manager should be informed and your leave record amended accordingly.
- You are not entitled to carry over any previously accrued holiday into a new holiday year unless with written consent by your manager.

Current leave entitlement	Date(s) of requested holiday	Approved by manager (signed and dated)	Notes