**Holiday request form**

To:

From:

Date:

I would like to take the following days as annual holidays:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date | Start Day | Return Date | Return Day | No. of days holiday |
|  |  |  |  |  |

Management approval:

Date:

People Support approval:

Date:

Approved YES/NO

Reason for not approving request: