

THE HUT GROUP™

ATTENTION TO RETAIL

Holiday Request Form 2016

EMPLOYEE NAME: Jake Cleaver

ANNUAL ENTITLEMENT:

6

CARRIED FORWARD:

0

TOTAL ALLOWANCE 2016:

6

DATES REQUESTED						
FROM	TO	No OF DAYS	DAYS REMAINING	AUTHORISED BY MANAGER	AUTHORISED BY HR	DATE

LINE MANAGER:

DEPARTMENT:

Bank Holiday Dates 2016	
1 st January	New Year's Day
25 th March	Good Friday
28 th March	Easter Monday
2 nd May	May Bank Holiday
30 th May	Spring Bank Holiday
29 th August	Summer Bank Holiday
26 th December	Boxing Day
27 th December	Christmas Day (Substitute)