Holiday Request Form

To:

From:

Date:

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

Start date	Start day (Time)	Return date (Time)	Return day	No. of days of holiday

Number of days of holiday remaining prior to the above request:	
Number of days of holiday remaining after the above request:	
Signed by employee:	
Print name:	
Date:	
Approved:	
Reason for not approving request:	
Signed by manager:	
Print name:	
Date:	

RealityHR
Business driven | People focused