

Holiday Request form



Please complete, sign, date and return to the office.

Once holiday request has been approved by the managing director, a conformation slip will be provided to you

Name:		
Date of 1 st day of holiday:	Date of last day of Holiday	Days Requested
<input type="checkbox"/> Can be called in if required to work		<input type="checkbox"/> Cannot be called in if required to work
Signed:		Date:
Office Only: <input type="checkbox"/> Approved <input type="checkbox"/> Declined – why? _____		
Signed _____		

Terms & Conditions

Please note as of January 2020 the following standards must be followed when been absent from work.

- All holidays must be requested via a 'holiday request form' and submitted to the office. This includes all holiday's that have already been pre-booked.
 - Holidays 'To Take' must be booked between 2nd January 2020 & 30th November 2020
 - Holidays in December can only be booked with special authorisation from Myself (G. Chadwick).
 - 2020 holiday entitlement cannot be carried over to 2021
- All pre-booked appointments must be given to the office in writing at the earliest opportunity. Provisions should be made to book all appointments outside of work time. If you would like to book this as a holiday a holiday day request form must be submitted.