

HOLIDAY REQUEST FORM

This form must be used to request holiday, whether it is paid or unpaid.

In order to plan our holiday rota as effectively as possible, you must give at least four weeks' notice of your wish to take holidays of a week or more, and one week's notice of single day holidays.

You will not normally be permitted to take annual holidays in excess of three consecutive weeks. As a general guide, not more than 25% of any department, team or depot should be away at the same time.

We seek to be as accommodating as possible in granting time off for holidays. However, all holiday requests are considered on a "first come, first served" basis, and we reserve the right to vary times requested in accordance with the needs of the business and to ensure that adequate staffing levels are maintained. Once confirmed, holiday dates will not normally be subject to change.

Please give or send this form to your reporting manager.

Holidays must not be booked without receiving prior authorisation from your reporting manager.

If you take holidays without prior authorisation, you will be subject to disciplinary action which, in serious cases, may include summary dismissal.

Employee's Name Location

First Day of Holiday Final Day of Holiday

Date of Return to Work Total Number of Days of holiday requested

Total Days taken in current Holiday Year Are you asking for the above holiday to be paid?

Signed by Employee Date

To be completed by Reporting Manager who must retain this form in the employee's personal file

I have/have not (delete as applicable) authorised the above.

Signed by Reporting Manager Date.....