Holiday request form

Fill in sections 1 to 3 and give the form to your manager as early as you can. Unless your contract says otherwise, the legal minimum notice is twice the length of the leave plus one day, so three days' notice for one day off. Your manager will complete section 4 and let you know whether the leave is approved.

1. Your details

Employee name	
Job title and department	
Manager	
Date of request	

2. Leave requested

Type of leave	Annual leave / Unpaid leave / Time off in lieu / Other (please say)
First day of leave	
Last day of leave	
Date back at work	
Half days	Morning or afternoon, if any days are half days
Working days or hours requested	

3. Cover while you are away (optional)

Who will cover your work, and is there anything they need to know?

4. For the manager

Holiday entitlement this holiday year	
Already taken or booked	
This request	
Remaining after this request	
Decision	Approved / Approved with changes / Declined
Reason, if changed or declined	
Recorded on holiday record by	

	Signature	**Date**
Employee		
Manager		