



## Holiday Request Form

**Note:** This form should be completed and handed to your manager.

Name: _____ Date: _____
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Requested holiday dates (include days not normally worked)			
FROM		TO	
Date:		Date:	
Date:		Date:	
Date:		Date:	

Total amount of paid holiday days requested	Total amount of unpaid holiday days requested

Approval
<p><b>Signed Employee:</b> .....</p> <p><b>Signed Manager:</b> .....</p> <p><b>Holiday Request Approved by:</b> .....</p>

Request refused (office use)
<p><b>Holiday request refused by:</b> .....</p> <p><b>Reason:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Too short notice.</li> <li><input type="checkbox"/> Other member of staff requested the same dates.</li> <li><input type="checkbox"/> Paid holiday entitlement not due.</li> <li><input type="checkbox"/> Other _____.</li> </ul>

Office use			
Total annual entitlement	Total days requested	Total days already used	Hol. entitlement remaining

Copy and return to employee

## Holiday entitlement

Our standard entitlement is 28 days so it is fairly simple to work out your entitlement if you are part time.

Days per week normally worked	Holiday entitlement
1 day	6 days
2 days	11.5 days
3 days	17 days
4 days	22.5 days
5+ days	28 days

If you work variable days from week to week for example 3 days one week then 4 days the next your entitlement would be  $5.6 \times 3.5(\text{days}) = 19.6$  (20days holiday per year).

If you change the number of days you work per week part of the way through the year your entitlement will change. For example you work 4 days per week for 26 weeks (11.5 days holiday) then 2 days per week for the remaining 26 weeks (6 days) your total entitlement would be  $6 + 11.5 = 17.5$  day's holiday.

You may be refused paid holiday if you request too much of your entitlement too early in the year. For example if your entitlement is 20 days and you request 18 days in the first 6 months.

You will get a copy of your holiday request form returned; keep hold of it so you know how many days you have remaining. If you are unsure submit a written/email request to the office.

Length of notice required –

Two months for periods of 4 days or more.

One month for periods of less than 4 days.