

HOLIDAY FORM

The following notice is required to book a holiday:

Up to 1 contractual week – 1 week's notice.

1 contractual week – 2 contractual week's – 2 week's notice.

More than 2 contractual week's – 1 month's notice and the approval of
a Director

Full Name:

Department:

Total Amount of Hours Required:

OR Total Amount of Days Required:

Please detail below the exact **time** and **date** you will be starting your
holiday and the exact **time** and **date** your holiday will finish

From: To:

Signature: Date:

SUPERVISOR/MANAGER APPROVAL

Name:

Signature: Date:

Paid: ☐

Unpaid: ☐

HR DEPARTMENT

Spreadsheet Updated: Time&Attendance Updated:

Updated By: Date:

Please return your completed form to HR Dept as soon as possible

HRF14 (v6) 29/02/23

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