

HOLIDAY BOOKING FORM

Please complete this form at your earliest opportunity for authorisation by your line manager. Until the holiday has been approved by the appropriate persons it will not be deemed as authorised and therefore you should not book any holiday tickets to avoid disappointment. Holiday will not be unreasonably refused.

Annual Hols Entitlement	Name: _____			Manager: _____			
	Holiday Year From: _____			Holiday Year To: _____			
Holidays Requested		Days /Hours Taken	Days /Hours Left	Authorised		Employee Signed	Authorised By
From	To			YES	NO		

Please complete the table below and store in employee personnel file.