

Holiday Request or Cancellation Form

Date: _____

Holiday Request

Name: _____ Position: _____

Holiday entitlement this year: _____ Days taken or booked this year: _____

I would like to request holiday (number of days): _____ Between – dates: _____

Days still outstanding after request (to be taken before end of holiday year): _____

Signed (employee requesting holiday): _____

Approved by: _____

Position: _____ Date: _____

Holiday Cancellation

Name: _____ Position: _____

Holiday entitlement this year: _____ Days taken or booked this year: _____

I would like to cancel holiday (number of days): _____ Between – dates: _____

Days still outstanding after request (to be taken before end of holiday year): _____

Signed (employee requesting holiday): _____

Approved by: _____

Position: _____ Date: _____