

## **Holiday Request Form**

<u>Name</u>	
<u>Position</u>	
<u>Line Manager</u>	
Dates Requested	
Date Due Back at Work	
Total Days Booked	
<u>Signed</u>	<u>Dated</u>
<u>Authorised by</u>	
<u>Date</u>	
Office Use Only	
HR Spreadsheet Outlook Diary Holiday Board Authorisation Slip	