



HOLIDAY FORM

Applied for by:

Name:

Date: Signed:

Start Date	
Finish Date	
Number of Days to be Taken	
Number of Days Allocated	
Balanced Left	

Approved by:

Name:

Date: Signed:

- *Holidays can only be taken from 1st January – 31st December**
- *No holidays can be carried over to the following year**
- *We require two week’s notice prior to any holiday being taken**

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