

Holiday request form

Company

Fill in parts 1 to 3 and give this form to your manager. Your manager fills in part 4 and gives you a copy.

1. Your details

Name	Job title
Department or team	Manager

2. The leave you are asking for

Type of leave ☐ Annual leave ☐ Time off in lieu (TOIL) ☐ Unpaid leave ☐ Other	
First day off	Last day off
Back at work on	Working days or hours this uses
Half day, if any ☐ Morning off ☐ Afternoon off	
If Other, or anything your manager should know	

3. Your holiday this leave year In days or hours, the same as your allowance.

Leave year (for example 1 Jan to 31 Dec 2027)	Allowance, with any days carried over
Already taken or booked	This request
Left after this request	Date you asked
Your signature	

4. Manager's decision

Decision ☐ Approved ☐ Approved with changes ☐ Declined	
The changes agreed, or the reason for declining	
Manager's name	Date
Manager's signature	Added to the leave record by

Ask as early as you can. Unless your contract says otherwise, give notice of at least twice the length of the leave, plus 1 day: for example, 3 days' notice for 1 day off, or 11 days' notice for 5 days off.