Holiday request form

Name		Employee number	
Team or role		Nation	

Leave requested

Date of this request			
First day off		Last day off	
Of which half days			
Days requested			
Notice			

Leave balance

Entitlement this leave year	
Already taken or booked	
Remaining after this request	

Cover arranged with	
Notes	

Employee signature and date

Manager's decision

[ ] approved [ ] declined

Reason if declined:

Manager signature and date