

# Holiday Request



Name \_\_\_\_\_ Holiday entitlement \_\_\_\_\_

Holiday year from \_\_\_\_\_ to \_\_\_\_\_

Holidays requested From                      To		Days taken	Days left	Authorised/refused by	Monitored by

*Preventing People Problems*

[info@hrdept.co.uk](mailto:info@hrdept.co.uk)

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