RECRUITMENT**PLUS**

HOLIDAY REQUEST FORM

PART A: PERSONNEL FILE RECORD		
Staff Member Name:	Position:	
Number of working days required:	First working day of holidays:	Last working day of holidays:
Signature of staff member:		
Signed by line Manager:		
Do you require holiday pay: Yes No - Please circle to indicate		
When would you like the holiday pay to be paid:		

PART B: LINE MANAGER CHECK AND SANCTION. LINE MANAGER WILL FILL OUT SECTIONS C WHERE APPLICABLE AND IS RESPONSIBLE FOR NOTIFICATION OF PAYROLL - SECTION D IS RETURNED TO THE STAFF MEMBER AS PROOF OF HOLIDAY REQUEST GRANTED—HOLIDAYS ARE ONLY SANCTIONED AT THE RETURN OF SECTION D.		
Holiday entitlement year to date:	Holidays sanctioned but paid in advance:	Holidays sanctioned but unpaid:
Staff Member Name:		
Request Approved/Denied (delete as appropriate)	Comment/Explanation:	
Signature of Line Manager:		

PART C: FOR ONWARD TRANSMISSION TO PAYROLL/ACCOUNTS	
Staff Member Name:	
Holiday Pay: Please pay _____ days holiday pay	
Week commencing/Friday holiday pay date:	

HOLIDAY REQUEST FORM PART D: FOR EMPLOYEE OWN RECORDS AND PROOFS

PART D: CONFIRMATION TO EMPLOYEE	
Staff Member Name:	Your request for holidays on _____ has been: ACCEPTED AND SANCTIONED ☐ DENIED ☐ The reason for the denial of holidays at this time is (Line Manager to explain and sign): _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ Signature of Line Manager: