

Employee:

Department:

Holiday year:

Holiday entitlement in a full year (days):

Holiday entitlement in current year (days):

For Completion By Employee

From-To	No. of Days	Signed	Date of Request
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For Management Use Only

Holiday Approved? (Initial & Date)	Holiday Refused? (Initial & Date)	Days Taken (if approved)	Days Still Due (if approved)
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For Office Use Only

Please tick / Absence card completed

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For Office Use Only

Please tick / Absence card completed

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