## Sample holiday request form

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| --- | --- |
| **Year:** |  |
| **Name of employee:** |  |
| **Annual holiday entitlement:** |  |
| **Carry over (if applicable):** |  |
| **Entitlement for this year:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First day of leave** | **Last day of leave** | **Number of days/ hour leave** | **Requested by (initials)** | **Authorised by (initials)** | **Number of days/ hours remaining** |
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