

HOLIDAY LEAVE REQUEST FORM

Employee Name: _____ Employee ID: _____

Department: _____

Line Manager: _____

Holiday Details:

Holiday Start Date: _____

Holiday End Date: _____

Total Number of Days: _____

Reason for Holiday (optional):

Employee Declaration:

I hereby request holiday leave as detailed above. I confirm that all information is accurate and acknowledge that approval is subject to business needs and company policies. I agree to comply with all applicable terms and conditions related to holiday leave.

Line Manager Approval:

I have reviewed the holiday request and confirm that the business can accommodate the leave during the requested period. Approval is granted subject to compliance with company policies and operational requirements.

Employee Signature

Line Manager Signature

Signature: _____

Signature: _____

This Holiday Leave Request Form is subject to and governed by applicable UK employment laws and company policies. Approval of leave is not guaranteed and may be withdrawn in accordance with operational requirements and legal obligations. Employees must not take holiday leave without

prior approval. Any false or misleading information may result in disciplinary action.

Original source of this document:

<https://legaltemplates-uk.com/holiday-form/>

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