

# Holiday Form

<b>Name:</b>			
<b>Date:</b>			
<b>Signed:</b>			
<b>Start Date:</b>		<b>Finish Date:</b>	
<b>No. of days to be taken:</b>		<b>No. of days allocated:</b>	
<b>Balance remaining:</b>			
<b>Approved by:</b>			
<b>Date:</b>			
<b>Signed:</b>			

Holidays can only be taken from 1st January – 31st December

No holidays can be carried over to the following year

We require two week's notice prior to any holiday being taken