**Holiday Request Form**

This form should be used to request holiday whether paid or unpaid

All holiday must be approved in advance by your manager

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| --- | --- | --- | --- | --- |
| **Today’s Date:** | | | | |
| **Student/Staff Name:** | | | | |
| **First day of holiday** | | **Last day of holiday** | | **Number of days** |
| **Day** | **Date** | **Day** | **Date** |  |
|  |  |  |  |  |
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**For half days please state AM or PM**

**Paid holiday Y/N**

**Signed by Employee: Signed by Manager:**

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**Date: Date:**

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