**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

|  |
| --- |
| **Today’s Date:**  |
| **Student/Staff Name:** |
| **First day of holiday** | **Last day of holiday** | **Number of days** |
| **Day** | **Date** | **Day** | **Date** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**For half days please state AM or PM**

**Paid holiday Y/N**

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

**­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_