

HOLIDAY BOOKING FORM

EMPLOYEE'S NAME:

PAYROLL NUMBER:

I would like to request a holiday for the following dates:-

FROM: TO:

NUMBER OF DAYS TO BE PAID:

COMMENTS:

DATE FORM COMPLETED:

SIGNED:

FOR OFFICE USE ONLY

HOLIDAY ENTITLEMENT:

NO OF DAYS TO BE PAID:

NO OF DAYS REMAINING:

CHECKED BY: _____ DATE: _____