

# HOLIDAY REQUEST FORM

## PLEASE READ VERY CAREFULLY

This form is used to request time off. As all holiday requests MUST be approved by the Manager, please do not book any holiday, tickets or flights before it is approved.

**PLEASE NOTE: Holiday requests will not be granted for the period from second week of November through to 1st January, due to this being our busiest time of year. Requests for Bank Holiday weekends may also be refused for the same reasons.**

Paid holiday entitlement starts after 3 months of continuous employment. You then accrue holiday allowance based on your average hours worked over the past 12 weeks (up to a maximum of 28 days holiday per year). You can only be paid what you have accrued prior to your holiday date (this may be less than you request). If you wish to know in advance how much paid holiday you have accrued, please email [admin@thebrenchley.co.uk](mailto:admin@thebrenchley.co.uk). Holidays need to be requested at least four weeks before your holiday date. Our holiday year runs from April 1st to March 31st. Any outstanding holiday can not be carried over to the following year. Please email your completed form to [charlotte@thebrenchley.co.uk](mailto:charlotte@thebrenchley.co.uk), you will receive a response within 1-5 working days if your holiday is authorised or not.

FULL NAME (NOT Nickname!):

I WORK AT:

POSITION:

DATE OF FIRST DAY OF HOLIDAY:

DATE RETURNING TO WORK:

AMOUNT OF HOLIDAY HOURS REQUESTED:

REASON:

DO YOU WANT HOLIDAY PAY      YES

I UNDERSTAND THAT I WILL ONLY GET PAID HOLIDAY PAY IF I HAVE ACCRUED THE REQUESTED HOURS PRIOR TO MY HOLIDAY DATE

SIGNATURE:

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OFFICE USE ONLY

YES                      NO

MANAGERS APPROVAL SIGNATURE:

AVERAGE WEEKLY HOURS:

TOTAL HOURS OF HOLIDAY:

NOTES: