

Holiday Request / Absence Form - Please complete this form before you go on holiday
If you are absent, on your first day back.

DO NOT BOOK FLIGHTS ETC. BEFORE HOLIDAY DATES HAVE BEEN AGREED BY YOUR MANAGER

Name:

First day of absence/holiday: _____

Last day of absence/holiday: _____

Reason for absence: Paid Holiday / Sickness or Other (give details)/Unpaid Holiday (with agreement of manager)

Total number of holiday days: _____ Number of holiday days remaining: _____

Number of unpaid holiday days if applicable: _____

===== **Line manager to complete on return of absence due to sickness** =====

Reason for and cause of your absence

Confirm employee is in fact fit to return to work

Is there anything your line manager/company can do to aid employee

Employee signature: _____ Date: _____

