

Holiday request form

Fill in part 1 and give it to your manager. Your manager completes part 2 and returns a copy to you.

1. Your request

Name: _____

Date of request: _____

Job title / team: _____

Manager: _____

Type of leave: ☐ Annual leave ☐ Unpaid leave

☐ Time off in lieu (TOIL) ☐ Other: _____

First day off: _____

Last day off: _____

Back at work on: _____

Working days (or hours) requested: _____

Half days or part days (date, and morning or afternoon / hours): _____

Notes (optional: you don't have to give a reason for annual leave)

Signature _____

Name in capitals _____

Date _____

2. Manager's decision

Allowance this leave year: _____

Already taken or booked: _____

This request: _____

Left after this request: _____

Cover arranged: ☐ Yes ☐ No ☐ Not needed

Decision: ☐ Approved ☐ Approved in part ☐ Declined

If declined or changed, the reason and any dates offered instead

Manager signature _____

Name in capitals _____

Date _____

Date employee told: _____

Added to leave record by / on: _____

Notice (unless your contract says otherwise): ask at least twice as long before the leave as the time off plus 1 day (5 days off: 11 days' notice). Your employer can refuse by giving as much notice as the leave requested, plus 1 day.

Checked against GOV.UK on 18 October 2026: [gov.uk/holiday-entitlement-rights/booking-time-off](https://www.gov.uk/holiday-entitlement-rights/booking-time-off). Rules change, so check before you rely on them.

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