



Employee Holiday Request Form

Employee Information:
Name:
Department:
Job Title:
Manager's Name:

Holiday Information:
Type of holiday requested:
Start Date:
End Date:
Number of days requested:

Approval:
Manager's Approval (Y/N):
Manager's Comments:

Signature:
Employee's Signature:
Date:

Instructions:

- Please fill out all sections of the form.
- Make sure to specify the start and end dates (inclusive) and confirm the total number of days you are requesting.
- Your manager will review your request and provide an approval or denial in the Approval section, along with any comments or feedback.
- Please sign and date the form in the Signature section.

Legal/Company-Specific Policies:

- Please submit your holiday request at least 28 days in advance.
- Blackout dates may apply during certain periods, such as the holiday season or other busy times. Please check with your manager or Human Resources department for more information.
- Your holiday request may be denied if it conflicts with business needs or staffing requirements.