

## Holiday Request Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
<b>Date:</b>							
<b>Hrs:</b>							
<b>Total Hrs:</b>							

Employee Signature: \_\_\_\_\_

Approved by Supervisor/Administrator: \_\_\_\_\_

For Office Use Only					
<b>Annual Leave Granted</b>	<b>Hrs:</b>		<b>Time in Lieu</b>	<b>Hrs:</b>	
<b>Annual Leave Taken to Date</b>	<b>Hrs:</b>		<b>Time in Lieu taken to Date</b>	<b>Hrs:</b>	
<b>Annual Leave Remaining</b>	<b>Hrs:</b>		<b>Total Time in Lieu Remaining</b>	<b>Hrs:</b>	