



Holiday Booking Request Form

QF301/05/09

This form must be completed to request all annual leave. Please do not book holidays until your request for annual leave has been formally approved by receiving the countersigned slip back.

Name : _____ **Department:** _____

1) *First working day of proposed leave:* _____
Last working day of proposed leave : _____
Return to work date : _____
Total number of working days of proposed annual leave : _____

2) *First working day of proposed leave:* _____
Last working day of proposed leave : _____
Return to work date : _____
Total number of working days of annual leave taken : _____

My remaining Annual Leave is days if this request is authorised.

I understand that my request for annual leave is not authorised until my line Manager has countersigned this form. I accept that any annual leave I purport to take without the prior authorisation of my line Manager will be viewed by the Company as unauthorised absence, which is a serious offence and could result in disciplinary action being taken in accordance with the Company's disciplinary procedure.

Signed : _____

Dated : _____

Office Use Only :
Updated Record/s _____

..... **TEAR OFF**

To be returned with in 3 days. **Name :**

Your annual leave request :

1) To days
***Approved / *Not Approved**

2) To days
***Approved / *Not Approved**

Signed by : **Date :** **(Line Manager)**

Holiday's & Annual Leave Procedure

Your Paid annual leave entitlement is set out in your Contract of Employment. This will also be contained in your offer letter if you are a new employee.

The Company's holiday year runs from **January to December**. You must use all your holiday entitlement by the last day of the year, unless there are exceptional circumstances & unless approved in writing by your line manager. You may not carry your holiday entitlement forward into the next holiday year. Holiday entitlement not used by the correct date will be lost and under no circumstances will payment in lieu be made for holiday entitlement lost through not being exercised by the correct date.

All requests for leave must be in writing in advance. You must not book holiday until your request has been formerly authorised. Please give as much notice as possible of proposed annual leave dates.

We usually request that you retain 4 days for the Christmas period. If we need you to do this then we will inform you by completing a booking form on your behalf by September each year (Palletforce is usually shut)

We shall always try to accommodate your request but this is always subject to the requirements of the business and to adequate staffing levels being maintained at all times.

No more than two weeks' paid annual leave may be taken at any one time without the prior consent from your line manager.

In your first and last year of employment, your holiday entitlement will be that proportion of annual holiday entitlement equivalent to the proportion of the holiday year during which you have been employed. This will be calculated using full months and complete days and accrues at an even rate from day to day. You cannot take more leave than you have accrued; annual leave must be taken throughout the year. During your first year of Employment, there is no paid leave for the first 8-weeks. Entitlement during your first year of service is calculated monthly in advance at the rates of one-twelfth of the full year's entitlement.

On the termination of employment, you are entitled to be paid for any accrued annual leave for that holiday year that has not been taken by the date of termination. If on the date of termination of your employment, you have taken more annual leave than you have accrued in that holiday year, you will be required to reimburse the Company in respect of such unearned annual leave. The Company shall be entitled, as a result of your agreement to the terms of your contract of employment, to deduct the value of unearned leave from any final payment of salary made to you.

No payment in lieu of accrued contractual annual leave will be made to you in the event of the termination of your employment for gross misconduct or in the event that you give inadequate notice to terminate your employment or you leave before your contractual notice period has expired. In addition, contractual annual leave will not accrue during a period of additional maternity leave or during a period of sickness absence, except at the absolute discretion of the Company. For these purposes, contractual annual leave means any leave entitlement provided for in your contract of employment that is over and above the statutory annual leave entitlement provided for in the Working Time regulations 1998.