



Holiday Request Form

Name:	<input type="text"/>	ID No:	<input type="text"/>
Date:	<input type="text"/>	Manager:	<input type="text"/>

Information regarding holiday booking:

- 1) This is NOT a holiday booking form; It is a request form. No requested dates are approved or confirmed until this form is received back signed off by the payroll department.
- 2) Only one security officer from each site will be allowed to be off at any one time. Holidays are booked on a first come, first serve basis so it is advisable to request them early in the year.
- 3) Unless your site is closed and the customer does not require cover, holidays will not be approved after the third Friday in December until the new year.
- 4) You should aim to spread your holiday out throughout the year and give us at least four weeks' notice of all holidays you wish to request. You must also have submitted all holiday requests by the 28th February each year.
- 5) All holidays spanning more than 14 days, regardless of the number of actual shifts, must be accompanied by a letter detailing why the excessive leave is required and will require approval from a Senior Manager / Director.
- 6) Only holiday that has been accrued will be paid on the requested dates the rest will follow once it has been accrued and all holiday payments are in arrears.

Holiday dates

Start date:	<input type="text"/>	End date:	<input type="text"/>
Return to work date:	<input type="text"/>	Days requested:	<input type="text"/>

Scheduling (Internal Use Only)

Ops	Is the request operationally viable	Yes / No
	Date added to Timegate	
	Schedulers Signature	
Payroll	Paid holiday or paid on accrual	Paid in Pay Period / On Accrual
	Date approved by payroll	
	Payroll signature	

Holiday Approved	Holiday NOT Approved
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Remarks

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This holiday will be paid in pay week(s):	<input type="text"/>
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Entitlement

Annual Entitlement:	<input type="text"/>	Booked / Taken (To Date):	<input type="text"/>
Days Requested:	<input type="text"/>	Remaining Entitlement:	<input type="text"/>