



Holt Doctors Limited

4th Floor, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ

Employee Holiday Request Form (Days)

Employee Details

Title	Forename	Surname	Employee Number
Mrs	Amanda	Binks	114

Holiday Year: 01/01/2019 - 31/12/2019

Holiday Summary

Entitlement (Days)	Allocated (Days)	Unallocated (Days)	Time in Lieu Available (Days)	Can Use Next Years Entitlement this Year?			No	Can Carry Over Unused Holidays to Next Year?
				Maximum Days:	N/A	Used To Date:		
22.5	17	5.5	0				N/A	No

Authorised Holidays

Previous 10 Holidays Taken

As at Date: 16/10/2019

Next 10 Holidays Booked

Holiday Start Date	Holiday End Date	Entitlement Used this Holiday Year
26/08/2019	26/08/2019	0
05/08/2019	20/08/2019	10
27/05/2019	27/05/2019	0
13/05/2019	16/05/2019	4
06/05/2019	06/05/2019	0
22/04/2019	22/04/2019	0
19/04/2019	19/04/2019	0
23/01/2019	23/01/2019	1
02/01/2019	03/01/2019	2
01/01/2019	01/01/2019	0

Holiday Start Date	Holiday End Date	Entitlement Used this Holiday Year
25/12/2019	25/12/2019	0
26/12/2019	26/12/2019	0
21/09/2020	06/10/2020	---

Holiday Request Details

Enter the Holiday Start and End Dates then select if the start and end dates are a full or half day.
 If the holiday spans only a single day (half or full day): 1) Enter the Holiday Start Date
 2) Select Half Day 3) Select if it is an AM or PM Half Day. Leave the Last Date of Holiday blank.

Holiday Start Date (dd/mm/yyyy)	
23/12/2019	
Starts as Half Day or is a Half Day Holiday:	Half Day
	Single Half Day (am or pm)
	AM

Last Date of Holiday (leave blank if single day) (dd/mm/yyyy)	
04/01/2020	
Holiday Ends as Half or Full Day:	Full Day

Total Amount of Leave Required

Optional: Enter the total amount of Days or Hours required for this holiday: (This figure is for reference purposes only and is ignored when importing into HRM)	4.5
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Time in Lieu

If you have Time in Lieu available and would like to use it for this holiday, enter the amount you would like to use against this holiday:

Days

Notes to Manager

The following section is for you to enter any notes relating to the holiday request:

Employee Signature

If required, I confirm that I have checked that colleagues are not also absent on these dates and that they are available.

Amanda Binks

Authorised By

Tracy Ward

Ver: HRFd01.20