

Holiday request form

Free staff holiday request form template as a printable PDF or Excel sheet. Records dates, working days requested, remaining entitlement and manager approval.

VENUE / SITE

DATE RECEIVED

EMPLOYEE DETAILS

Employee name

Role / section

Employment start date

Holiday year runs from / to

REQUEST

First day of leave

Last day of leave

First day back at work

Number of working days requested

Type of leave (annual / unpaid / other)

Employee signature

Date submitted

ENTITLEMENT CHECK

Entitlement for this holiday year (days)

Days already taken

Days already approved but not yet taken

Days remaining if this request is approved

MANAGER DECISION

Approved / declined / partially approved

If declined or changed, reason given

Who is covering these shifts

Manager name

Manager signature

Date decided

Record working days requested, not calendar days — the two are different for anyone who does not work a five-day week.

Entitlement rules differ by country and contract. Enter your own figures; this form does not calculate a statutory minimum for you.

Give a decision in writing with a date. An unanswered request is treated as approved by most people, and that is how two chefs end up away the same week.