**Holiday Request Form**

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Forms must be completed and signed by your Site Supervisor and then approved by Management.

**Notice Period:** A minimum of one (1) weeks’ notice is required for all holiday requests. Exceptions may apply based on operational needs or specific circumstances, subject to management discretion.

**Employee Details:**

* **Name:** …………………………………………………………………
* **Site:** …………………………………………………………………….

**Holiday Dates:**

* **Holiday Start Date:** …………………………………………..
* **Return to Work Date:** ……………………………………….
* **Total Days Requested:** ……………………………………….

**Approval:**

* **Signed by Site Supervisor:** ……………………………………
* **Signed by Management:** ………………………………………
* **Date:** ……………………………………………………………………

**Additional Information:**

1. **Notice Requirement:** Ensure that all holiday requests are submitted with at least one week's notice. Requests made with less notice may not be accommodated unless there are exceptional circumstances.
2. **Approval Process:**
   * The Site Supervisor must review and sign the form, confirming that the holiday request does not conflict with critical operational requirements.
   * Management will then review the form for final approval, ensuring all operational and legal considerations are met.
3. **Employee Responsibility:** Employees are responsible for ensuring their holiday requests are approved before making any travel or personal plans.
4. **Record Keeping:** Approved holiday request forms will be retained as part of the employee’s records for a minimum of two years, in accordance with data protection regulations and company policy.
5. **Policy Compliance:** This form and its process comply with all current employment laws and industry standards, ensuring fair and equitable treatment of all employees.
6. **Emergency Leave:** In the event of an emergency requiring immediate leave, employees should contact their Site Supervisor or Management as soon as possible to discuss their situation and seek approval.