

APPLE

HOLIDAY REQUEST FORM

Employee Details

Name: _____

Holiday Details

Date From: _____

Date To: _____

Number of Working Days Requested: _____

Additional Information

Is Holiday Cover Required? (Yes/No): _____

Employee Covering Position (if applicable): _____

Signed by covering Employee _____

Signed by Employee: _____

Date Signed by Employee: _____

Approval Section

Authorised by Line Manager: _____

Date: _____

Authorised by Partner: _____

Date: _____

Admin Use Only (To be completed by authorised persons only)

- ☐ Entered on Year Planner
- ☐ Entered on Employee Holiday Record
- ☐ Entered on Department Diary