TOTS AND SCHOLARS
Holiday Authorisation Form

HOLIDAY YEAR 1 SEPTEMBER 2016 TO 31 AUGUST 2017

Full Name			
Location		Start Date	
Position			
Annual holiday entitlement		Contracted Hours	
Date requested			
Date authorised/declined by the manager			

Holidays

Date from	Date to	Number of holidays Requested	Type (holiday, Lieu unpaid absence)	Holiday taken	Holiday left	Approved/ Declined	Manager's Signature