**Emerson Valley Playgroup Holiday Request Form**

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| Employee name: |  |
| Job Title: |  |

I would like to apply for holiday as stated below:

|  |  |
| --- | --- |
| First day of holiday: |  |
| Last day of holiday: |  |
| Date of return to work: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee signature: |  | Date: |  |
| Holiday approved / Holiday not approved |  |
| Authorising Manager: |  | Date: |  |

Please note reasons why annual leave may be declined:

* If annual leave has already been approved for other employees at this time, as the playgroup needs to have appropriate cover.
* During particularly busy periods, as the setting needs to have appropriate cover.
* If you have insufficient annual leave.

Please discuss an alternative date(s) with your line manager/management committee.