

Request to Carry Over Holiday

Employees are expected to use their holiday entitlement within the year in which it is accrued. The Company's holiday year runs from 1 January to 31 December.

If employees wish to carry forward holiday entitlement to the next holiday year, an agreement must be sought from the line manager. This must be completed on this form. The maximum number of days that can be carried forward is 5 days.

[Carried forward leave must be used by 31 December or it will be lost.]

Employee Name:	
Team/Department:	
Number of days' leave remaining at end of holiday year:	
Number of days' leave to be carried forward:	
Number of days' leave remaining at end of holiday year:	
Reason(s) for request to carry over:	
Signed:	Request:

To be completed by line manager

Request agreed YES/NO	Date:
Request refused YES/NO	Date:
If request is refused, please give reason:	

The line manager must return this form to the employee as soon as possible.