

# Live Well at Home



## Live Well at Home HOLIDAY REQUEST FORM

- Making a request for holiday does NOT automatically entitle you to take that time off. You MUST receive authorisation in writing before holiday is booked. Verbal authorisation of holiday is not recognised.
- Live well at Home holiday year runs from April – March.
- Holidays are authorised on a first come, first served basis. When too many Care Workers request the same day/week(s) we will NOT authorise all requests. This will most often happen during school holidays.
- Please read the full holiday rules which are available from the office.
- If you are paid for holiday not yet accrued, Live Well at Home will recover any overpayment if you leave before the holiday is accrued.
- **NO HOLIDAYS WILL BE AUTHORISED BETWEEN THE 18<sup>TH</sup> DECEMBER AND THE 2<sup>ND</sup> JANUARY – (THIS INCLUDES PRE BOOKED HOLIDAYS) UNLESS EXCEPTIONAL CIRCUMSTANCES TO BE DISCUSSED WITH YOUR MANAGER.**

Name:.....

Holiday Start Date:.....

Position.....

Holiday End Date:.....

No. of working days:.....

Date of Request:.....

Signed:.....

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**Office Use Only: Cut off above and return this part to the Employee.**

### Authorisation Form

NAME: .....

Start date...../End date.....

Availability.....unavailability.....

Has been (please circle as appropriate)

Approved / Denied Authorised by.....

Date.....

Holiday Entitlement: You have taken..... Day's annual leave

Holiday Entitlement: Days booked so far.....

Remaining Holiday: You have.....days left.

Date: ...../...../.....