

Live Well at Home

LW@H 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.
- LW@H 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, LW@H will recover any overpayment if you leave before the holiday is accrued.
- Staff in their 3 month probationary period will NOT be paid for taking annual leave.

Name:.....

Holiday Start Date:.....

Position.....

Holiday End Date:.....

No. of working days:.....

Date of Request:.....

Signed:.....



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

Authorisation Form

Your Holiday:

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

Has been (please circle as appropriate)

Approved / Denied

Holiday Entitlement: You have taken..... days annual leave

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

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

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

Comments: