

# Holiday Request Form

**NAME:** .....

**Please indicate below the dates you wish to take as annual leave.  
 Before completing holiday form, please check entitlement allowance and availability of dates**

**DO NOT INCLUDE YOUR LAST DAY AT WORK OR YOUR FIRST DAY BACK**

	DATE	MONTH	YEAR
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			

<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			

Please make sure that you obtain all the necessary signatures to authorise your holiday.

**Employee Signature:**

**Date:**

**Host Company Signature:**

**Date:**

**SWSA Signature:**

**Date:**