**Holiday request form**

Employees should read the document: [Guidance on booking and requesting annual leave (outwith HR Self-Service)](https://www.st-andrews.ac.uk/media/human-resources/Guidance-on-booking-and-requesting-annual-leave%20.docx) for information on how to complete this form prior to submitting to their line manager.

This form should be used to request annual leave and to track your annual leave balance.

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| --- | --- |
| **Name:** |  |
| **Line manager name:** |  |
| **School/Unit:** |  |

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| --- | --- | --- | --- |
| **Annual leave entitlement table** | | | |
| **Grade and/or continuous service** | **Annual leave entitlement** | | |
|  | **Hours** | **Days** | **Select your entitlement** |
| 1 – 4 inclusive with: **<** 4 years’ service | **217.50** | **30** |  |
| 1 – 4 inclusive with: **>** 4 years’ service but **<** 6 years’ service | **232** | **32** |  |
| 1 – 4 inclusive with **>** 6 years’ service or grade 5 – 9 inclusive | **246.50** | **34** |  |

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| **Holiday request table** | | | | | | | | | |
|  | | | | | | | **Line Manager to complete** | | |
| **Date**  **Submitted** | **Holiday date range** | | | | **Total duration (hours)** | **Total entitlement remaining (hours)** | **Approved**  **Y/N** | **Date** | **If declined, provide a reason.** |
| [DATE] | **From** | [DATE] | **To** | [DATE] |  |  |  |  |  |
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