



# Holiday Request Form

Holiday period runs from **1<sup>st</sup> April of Current Year to 31<sup>st</sup> March of following Year.**

To book holiday request, fill in the following details and return it to office as soon as possible. Please beware that, due to the nature of our business, if there are more than one colleagues applying for the same period of holiday requests, in such scenarios, we will not be able to allocate the time you have requested for. We may suggest some alternative dates if necessary. You must book your holiday or time off as soon as possible to avoid disappointment. **Please read the terms & conditions carefully.**

Request Date & Time	
Name	
Site / Location	
Total Number days Holiday Entitlement (including Bank Holidays) For Current Year	
Total Days Taken to date (excluding this request)	

## Booking Details

Please indicate the **start of your holiday** or time off and when you are **returning to work**. When counting number of days off, please do not count your regular rest days.

Start date of the holiday / time off	
End date of the holiday / time off	
No. of days of the holiday / time off request	
How many days left (including this request)	
Date you are resuming work	

**Please read terms and conditions carefully and sign and date on the next page. Without you signing and dating the agreement, we will not be able to process your request.**

## Annual Leave Policy

- a) DO NOT assume your holiday is confirmed until dates are confirmed to you.
- b) At least 4 weeks' notice required to book your holiday.
- c) Holidays are allocated first-come first-served basis.
- d) Maximum of 2 full weeks (including weekends, off days and bank holidays) are allowed at any one time.
- e) You are NOT allowed to book consecutive block of days back to back. You MUST have at least 1 WEEK gap in between.
- f) Your holiday entitlement cannot be carried over to next fiscal year. You must book all your entitlement within current fiscal year or forfeit your unused entitlement.
- g) LifeForce Security Limited reserves the right to refuse your intended dates if:
  - o More than one person has requested for the same dates and you are not the First Person in the request queue.
  - o If you have been made aware of any special events in advance which falls within your leave period.
  - o If your booked holiday overlaps between two fiscal year i.e starting holiday in end of March and returning in beginning of April as this would be direct violation of the term E above.
- h) In case of multiple requests of same dates by various persons, we may suggest some alternative dates, but it is your responsibility to advise HR team of your intention of whether you want book suggested dates or not.

**Do not book you tickets or make any arrangements until your holiday request has been accepted by our HR, which you will be notified of either in writing or by email. We will NOT accept any excuses if any such arrangements are made prior to your holiday booking confirmation.**

Holiday bookings are subject our annual leave policy stated above. Following terms are in addition to the terms in your standard terms and conditions defined under the Holiday section. By signing below, you agree to the all terms condition conditions and thereof:

Signature	
Date	