



## Cherish Holiday Request Form DC-002

Name

Holiday entitlement in days

Dates requested:

From     /     /     to     /     /

Total number of days requested:

Please sign here:

The holidays requested have been **APPROVED**  
**DECLINED**

If declined, the reason is:

### OFFICE USE ONLY

- Once approved deduct holiday entitlement from spreadsheet
- Update Care Manager
- Enter into wages sheet for payment
- Update Wall Planner

Amount of days taken this year so far  
Amount of days requested on this occasion  
Amount of days remaining