

Employee Holiday Leave Request form

Employee to complete holiday/leave request via LLUK Connecteam app or the holiday form below and submit with at least:

- 5 working days' notice before a leave request of 1-2 days
- 28 working days' notice before a leave request of 3 or more days

and submit to their Manager for review and consideration/approval. Please do not book any holiday/leave before your request has been approved

No more than 10 consecutive working days holiday can be taken at any one time

December Restriction

No holidays will be permitted in December except under exceptional circumstances and with prior management approval. This restriction is necessary to meet seasonal demand and maintain production efficiency.

For the purpose of Annual Leave requests there are three distinct teams at LLUK:

- Production Machinists
- Production Hand Sewers
- QC/Logistics.

Only one member of a team can be away on holiday/annual leave at any one time.

Please look at the Holiday Planner before you request any leave – make sure that no other member of your team has already booked their leave for the time you are looking to book.

In 2026, you also need to ensure that 4 days of your annual entitlement is reserved and assigned to the period between Christmas and New Year, when the establishment will be closed between 24th December – 31st December 2026 inclusive.

2027-28 dates to be announced but at least 3 days will need to be reserved for the festive period.

Employee Name			
Role			
Holiday request dates	Date from	Date to	Number of working days
Any other information			
Employee Signature		Date of Request	
Manager Review Status: <input type="checkbox"/> Approve <input type="checkbox"/> Reject	Manager Signature	Date of Decision	