[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Annual Holiday Schedule

Document: _____ **Date:** _____

From: _____ **To:** All staff

Subject: Annual holiday schedule - [Year]

[Company name] confirms the holidays observed at [Office location] for [Year]. The office will be closed on each date below:

Holiday	Date	Day
[Holiday name]	[Holiday date]	[Day of week]
[Holiday name]	[Holiday date]	[Day of week]
[Holiday name]	[Holiday date]	[Day of week]
[Holiday name]	[Holiday date]	[Day of week]
[Holiday name]	[Holiday date]	[Day of week]
[Holiday name]	[Holiday date]	[Day of week]

Nobody should work on a listed holiday unless agreed in advance with [Manager name], [Manager job title].

Note these dates and plan work around them.

Raise any request to work on a holiday with [Manager name] in advance.