

HOLIDAY NOTIFICATION AND REQUEST FORM

To request your holiday, you must give us at least twice as much notice as the period of leave you intend to take, e.g. 6 working days notice required for a 3 day holiday. Failure to give adequate notice is likely to result in a delay in payment. Request your holiday in HOURS not DAYS.

(Mr/Mrs/Miss/Ms, etc. If other, please state).

**Title &
First Name/s**

Surname

**Client
Company**

**1st Day of
Holiday**

Day	Month	Year

**Return to
Work Date**

Day	Month	Year

**No. of Hours
Paid Holiday**

**And/or No. of
Hours Unpaid**

Signature

Date

Day	Month	Year

**Client's
Signature**

For office use only

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