



HOLIDAY REQUEST FORM

Holiday Year
01/01/2025 to 31/12/2025

Name:	
Company (working at)	
Date of Request	

First Date of Holiday	Last Date of Holiday	Date of Return to Work

Please note: Your holiday request will subject to approval by the Company you are working for and confirmation that you have accrued enough holiday entitlement for these hours/days.

Payment for these hours/days will only be made for authorised leave.

Authorisation will be sent to you via email.

