



Holiday Request Form

Name	
Holiday Start Date (Inclusive)	
Holiday End Date (Inclusive)	
Number of Days Requested	
Authorisation of Supervisor	

It is necessary to provide double the amount of notice for the holiday being taken, for example 2 days notice for 1 day or 2 weeks notice for 1 week etc.

Please ensure that you use a separate holiday form for every holiday day taken within a new week.

Holiday forms will only be accepted if authorised by your Supervisor/Manager.

Holiday pay can only be issued upon receipt of a signed Holiday Request Form.

Please email completed forms to anita@p-rrecruitment.co.uk