integrityplus

Holiday Request

All Holiday leave must be requested using this form.
PLEASE NOTE: Notice of **Double** the holiday period is required (i.e. 1 Weeks Holiday = 2 weeks notice)

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RECRUITMENT SPECIALISTS

Surname ....   **Forename** ....

Start Date ....   **Finish Date** ....

Total Number of Days ....

Please use one Holiday Request Form per week (Mon-Sun)

Authorised by

Client Name ....

Supervisor/Manager Name ....

Signature of Supervisor/Manager ....

*Holidays must be authorised by the client company you are working in

Office use only

Date Received ....   **Week No. Paid** ....

Days Requested ....   **Days Paid** ....

Days Accrued ....   **Hours Paid** ....

Days to be Paid ....

integrity plus staff signature ....