

HOLIDAY REQUEST FORM

G & G CLEANING CONTRACTORS LTD

From _____ Department _____

To _____ (Manager) Date _____

1. Refer to holiday Charts/ Department rules before booking your holiday
2. Please give reasonable notice prior to commencement of your holiday, i.e. you should give notice of at least twice the period of leave to be taken, e.g. If you wish to take one weeks holiday you must give at least 2 weeks notice.

This form must be given to your Manager who will confirm the dates as soon as possible. If holiday is to be refused your Manager will notify you within a period at least equivalent to the period of holiday.

I wish to request _____ Days Holiday

On/From _____

To and Include _____

No. Days Remaining _____

(Excluding discretionary days and public holiday)

Top copy must be given to Payroll Department



This section must be completed by all concerned

Manager's Approval _____

Director's Approval _____

Confirmed by Contract Co -Ordinator _____

Date Confirmed Approval to employee _____