



---

*Holiday Request Form*

---

Your Name:	
Contact Number:	
Date of Birth:	

I, the above named person would like to request the following number of paid days holiday. I understand that only holiday accrued to date can be taken and any additional holiday requested is taken on an unpaid basis.

Number of days:	
Date of the first day of holiday requested:	
Managers Name:	
Manager informed:	Yes / No

Signed:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

**Please return this form via to the payroll team via email or fax:**

*Email:*

E: payroll@howardjames.co.uk

*Fax:*

F: 01606 339 780

---

*Office Use*

---

Holiday request received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Actioned: \_\_\_\_/\_\_\_\_/\_\_\_\_

Authorised By: \_\_\_\_\_