

2 weeks notice required for all holiday requests.

Worker Details

Name

Address

Date of Birth

NI Number

Leaving Date (if applicable)

Holiday Start Date

Holiday End Date

Total Days Required

Worker Signature / Date:

Branch Manager Signature:

HR Signature:

Branch Admin Use Only

Week Number:

Updated on system (Flo)

Yes / No

Number of Days Paid:

Comments:

Exceptions (when required)

Reason for Exception: