



## Holiday Request Form

HOLIDAY REQUESTS SHOULD BE SUBMITTED AT LEAST 7 WORKING DAYS BEFORE THE HOLIDAY IS DUE TO START FOR THE HOLIDAY TO BE PROCESSED, THE FORM MUST BE COMPLETED CORRECTLY AND IN FULL.

**Completed forms must be sent to payroll@cotswoldtalentsolutions.co.uk**

<b>Employee Name</b>	
<b>Company Name</b>	

<b>First day of leave</b>		<b>Full day</b>	<b>A.M only</b>	<b>P.M only</b>
<b>Last day of leave</b>		<b>Full day</b>	<b>A.M only</b>	<b>P.M only</b>

<b>First day back at work</b>	
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<b>Total number of days requested</b>	
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<b>WORKERS SIGNATURE</b>	
<b>Date</b>	

I can confirm your holiday request of .....(Dates from/to)  
has/has not\* been approved.

**Signed (Supervisor/Line Manager) .....**      **Date.....**

\*Delete as appropriate