



RECRUITMENT
LIMITED

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@BERECRUIT.CO.UK

Employee Name	
Company Name	

First day of leave		Full day	A.M only	P.M only
Last day of leave		Full day	A.M only	P.M only

First day back at work	
-------------------------------	--

Total number of days requested	
---------------------------------------	--

WORKERS SIGNATURE	
Date	

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

Signed (Supervisor/Line Manager) Date

*Delete as appropriate