



Workforce Unlimited
Ridge House, 16 Main Ridge West
Boston, Lincolnshire, PE21 6QQ
Telephone/Fax: 01205 355899
E-Mail: wageslips@workforceunlimited.com
www.workforceunlimited.com

Holiday Request Form

This form should be used to request holiday whether paid or unpaid.

All holidays must be approved by your Manager/ Supervisor/ Team Leader. Completed holiday request forms must then be handed in to Workforce Unlimited where they will be filed with your employee records.

You must give Workforce and the Company you are working for as much notice as possible when requesting time off.

Employee Name: _____

Company: _____

Date: _____

First Day Of Holiday

Last Day of Holiday

Date

Date

Total Number of Days

Return to Work Date

Date

For half days, please state AM/PM *delete as appropriate

Paid Holiday? Yes / No *delete as appropriate

(subject to having enough accrued holiday allowance)

Signed by Employee:
Date:

Signed by Manager:
Name:
Date: