GRAFTERS RECRUIT LTD

Holiday Request

To be completed and handed into the office for authorisation. This form will then be returned to yourself with a copy being retained in your personal file.

Payment with only be made for authorised holidays and in all circumstances at least 14 days notice should be given.

NAME.....

I wish to take the following days as part of my holiday entitlement.

FROM	TO	No OF DAYS	WEEK No	SIGNATURE	AUTHORISING SIGNATURE	DAYS REMAINING