RECRA

RECRUITMENT SOLUTIONS LTD

HOLIDAY REQUEST FORM

Subject to my holiday entitlement accrual. I would like to request the following paid holiday:

……

Holiday Request

Start of holiday from _____to_____.

(Total Days…….)

Print name_____ Signed_____ Date_____

Should you not have the required accrual for paid holiday, would you still like to take it as unpaid leave?

(YES / NO) *please delete as required.

……

This form must be sent completed and signed, please send this form to us via one of the following ways:

Email: info@recra.co.uk
Post: 31 St John Street, Leicester, Leicestershire, LE1 3WL
Mobile: 07946 615729 (as a picture of this document)