

HOLIDAY REQUEST FORM

ALL HOLIDAYS MUST BE REQUESTED 10 WORKING DAYS IN ADVANCE

NAME:		Payroll No:	Date of Request:
SITE:		Supervisor:	
No. Days normally worked per week?		Total Working Days as Holidays:	
HOLIDAY DATES: DATE FROM is the FIRST day you are off, and DATE TO is LAST day off			
1st Preference:	Date From:	Date To:	
2nd Preference:	Date From:	Date To:	
Employee Signature:			
OFFICE USE ONLY			
Authorised By:		Wage:	No. Hrs:

printed by antrim printers t: (028) 9442 8053 ⁽⁰⁷³⁵⁾

HOLIDAY REQUEST FORM

ALL HOLIDAYS MUST BE REQUESTED 10 WORKING DAYS IN ADVANCE

NAME:		Payroll No:	Date of Request:
SITE:		Supervisor:	
No. Days normally worked per week?		Total Working Days as Holidays:	
HOLIDAY DATES: DATE FROM is the FIRST day you are off, and DATE TO is LAST day off			
1st Preference:	Date From:	Date To:	
2nd Preference:	Date From:	Date To:	
Employee Signature:			
OFFICE USE ONLY			
Authorised By:		Wage:	No. Hrs:

printed by antrim printers t: (028) 9442 8053 ⁽⁰⁷³⁵⁾

HOLIDAY REQUEST FORM

ALL HOLIDAYS MUST BE REQUESTED 10 WORKING DAYS IN ADVANCE

NAME:		Payroll No:	Date of Request:
SITE:		Supervisor:	
No. Days normally worked per week?		Total Working Days as Holidays:	
HOLIDAY DATES: DATE FROM is the FIRST day you are off, and DATE TO is LAST day off			
1st Preference:	Date From:	Date To:	
2nd Preference:	Date From:	Date To:	
Employee Signature:			
OFFICE USE ONLY			
Authorised By:		Wage:	No. Hrs:

printed by antrim printers t: (028) 9442 8053 ⁽⁰⁷³⁵⁾