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| **HOLIDAY REQUEST FORM** |
| Scan and Email to: admin@rainbowpersonnel.co.ukFax to: 0161 247 8448 |
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| --- |
| Full Name: |

|  |
| --- |
| Address and Postcode: |

|  |
| --- |
| Telephone Number: |

|  |
| --- |
| Email: |

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| I notify Rainbow Personnel that I intend to take my holidaysFrom: To:Total Number of Days Requested:Signature: ................................................... Date:.......................................................................... |

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| **To be completed by Client**We agree to ………………………………………………………………..................................………..Being granted the requested holidays abovePrint Name………………………..................... Position:.........................................................Signature…………………………................... Date…………………............................………  |

**YOUR HOLIDAY LEAVE YEAR RUNS FROM 1ST JANUARY- 31ST DECEMBER****LEAVE CANNOT BE ROLLED OVER**Any holiday request submitted without prior client consent may be delayed or declined |
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