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| **HOLIDAY REQUEST FORM** | |
| Scan and Email to: admin@rainbowpersonnel.co.uk  Fax to: 0161 247 8448 | |
| |  | | --- | | Full Name: |  |  | | --- | | Address and Postcode: |  |  | | --- | | Telephone Number: |  |  | | --- | | Email: |  |  | | --- | | I notify Rainbow Personnel that I intend to take my holidays  From: To:  Total Number of Days Requested:  Signature: ................................................... Date:.......................................................................... |  |  | | --- | | **To be completed by Client**  We agree to ………………………………………………………………..................................………..  Being granted the requested holidays above  Print 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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