

Holiday Request Form

Employee name:

Employee number / pin (5 digits):

Site(s):

First day of holiday (date):

Last day of holiday (date):

Total number of days:

Please submit completed form to Head Office. This will be passed to your Contract Manager for approval and you will be notified if your request has NOT been approved.

For Office/Manager Use Only:

Authorised by:

Not Authorised (please give reason):

Date request received at Head Office	Date request returned to Head Office	For office use only	
		Cleanlink	