

HOLIDAY REQUEST FORM



Holiday request form

Please complete the following fields below and submit this form immediately to avoid disappointment.

Forename

Surname

Employee number

Request holiday from – DD MM YYYY

Request holiday until – DD MM YYYY

Number of days requested

Signature

Full name

Date – DD MM YYYY

Please can you send this form via post to **OneCall24, 254 Edgware Road, London W2 1DS.**

Alternatively you may scan the form and send it via email to the following address, **holidayrequest@onecall24.co.uk**

Upon receipt of your request, you will receive a written acknowledgement stating the holiday approval, along with a balance with regards to the number of days remaining. If you have any further queries, then please contact your consultant.