FORM

HOLIDAY REQUEST

Holiday request form

Please complete the f o l l o w i n g 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 Limited 239 Old Marylebone Road, London, NW1 5QT**

**Tel: 03333 221122 Fax: 0207 2062024**

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.

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