

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 send this form via email to Payroll@onecall24.co.uk , alternatively you can send this form via post to

OneCall24 Limited 239 Old Marylebone Road, London, NW1 5QT Tel: 03333 221122 Fax: 0207 2062024

Please note that all candidates are required to provide 14 days' notice if they wish to request paid holiday.

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.