

**Holiday Request Form**

**Name:** .....

**Client:** .....

**Holiday Date:** *first date of leave* ..... *last date of leave* .....

**Number of Days:** .....

**Signature:** .....

**Date:** .....

**For Office Use Only**

**Form Number:** .....

**Holiday Week Number:** .....

**Temporary Holiday Week Number:** .....

Hours	Total Hours Worked	Holiday Hours
Pay	Hourly Pay Rate £        :	Total Pay £        :

**Reconciled to SAGE – Report Attached:** .....

**Processing Date:** .....