PRESTIGE®
recruitment specialists
OUR PEOPLE ARE
YOUR PEOPLE

HOLIDAY REQUEST FORM

In order for you to request annual leave, the following must be completed and submitted to your manager and consultant for authorisation.

NOTE: IT IS ADVISED THAT YOU DO NOT MAKE ANY HOLIDAY ARRANGEMENTS OR BOOK A HOLIDAY UNTIL YOUR REQUEST HAS BEEN AUTHORISED

ASSIGNMENT DETAILS	
Employee Name	
Job Role	
Client Name	
Client Company Name	
Client Site	
Date Of Request	

HOLIDAY REQUEST DETAILS	
First Date of Leave **(Being The 1st Date You Will Not Be At Work)**	
Last Date of Leave **(Being The Last Day Of Your Holiday)**	
Total Number Of Days Requested	
First Date Back At Work	

AUTHORISATION	
Signature Of Employee	
Printed Name	
Date	
Signature Of Client	
Printed Name	
Date	