

Holiday Request Form

You are required to complete a holiday request form if you need time off. Please ensure you complete all the details below and fax it to UEA as soon as you book your holiday. This allows us time to arrange cover for you whilst you are on holiday if your line manager requires.

Please fax to 01895 274 104

Candidate Name:
Company:
Line Manager:
Department:
Holiday Dates Required: From: Until:
No. of days to be taken:
Signed (Candidate):
Signed (Line Manager):
Do you require temporary cover? <div style="text-align: center; margin-top: 5px;"> Yes No </div>
Do you wish to collect payment from your accrued holiday fund? <div style="text-align: center; margin-top: 5px;"> Yes No </div> If yes, please choose from the options below: <div style="text-align: center; margin-top: 5px;"> All Accrued so far Number of days please specify </div>

Once completed please save and return to timesheets@uxbridge-employment.co.uk or print and fax to 01895 274 104