

# IMPERIAL WORKFORCE

## HOLIDAY REQUEST FORM

Please complete holiday request form giving 1 week's notice before your booked time off.  
Failure to do that will result in late payment.

**NAME:** .....

**DATE OF BIRTH:** .....

**TEL NO.:** .....

**COMPANY:** .....

**TIME OFF: FROM** ..... **TO** .....

**TOTAL NUMBER OF DAY TAKEN:** .....

**DATE OF REQUEST:** .....

**DATE OF COMING BACK TO WORK:** .....

**Authorised by Client (Supervisor):** .....

**Print:** .....

**Date:** .....

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### ***FOR OFFICE USE ONLY***

***Your holiday request has been confirmed as:***

.....***to***.....

***Number of days taken***.....

***Dated***.....

***Signed***.....