Workforce Resourcing - Holiday Form

Your Full Name	
NI Number	
Place of Work	
Start Date (First day of holiday)	
End Date (Last day of holiday)	
Total Hours Requesting	
Signature	
Date	

Comments / Questions / Requests

Example: How much have I accrued so far?

Example: Please pay all unpaid accrued holiday.

Please send a clear photo of this form to holidayforms@workforceresourcing.co.uk
(NO OTHER METHOD WILL BE ACCEPTED)

- **PLEASE NOTE:** that without an email response back from holidayforms@workforceresourcing.co.uk confirming the approval of your holiday request then the request will not be approved. Holiday requests will also be automatically declined (without a response) if the request is less than 10 days before the date or dates you are requesting.