## **Red Recruitment Consultants holiday request form**



name:	
Contract:	
Dates requested:	
Total days:	
Signed	
Date	
Signed by line manager	

PLEASE NOTE, HOLIDAY REQUESTS MUST BE SUBMITTED A MINIMUM OF 2 WEEKS PRIOR TO THE FIRST DAY LEAVE. SUBJECT TO ACCRUAL AND LINE MANAGER AUTHORISATION, THIS WILL THEN BE GRANTED.