

Holiday Request Form

FAO Payroll Manager
Howard James Limited
PO Box 362
Northwich
Cheshire
CW8 1WB

Full Name	<input type="text"/>
Postcode	<input type="text"/>
Date Of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
NI Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I would like to take the following paid leave, subject to the following criteria

First Date of Absence _____/_____/_____

Last Date of Absence _____/_____/_____

This holiday includes _____ days paid and/or _____ unpaid

Temp Name _____ **Date** _____/_____/_____

Signed . _____

Please send to:
Howard James Limited
By fax, email or post. Confirm receipt to ensure payment.