



HOLIDAY REQUEST FORM

This form should be used to provide holiday information.

Please return completed forms either by email to info@almapersonnel.co.uk or by post or fax to 0121 360 7199

Name:

I wish to request leave from my annual entitlement

My proposed leave dates are:-

The total number of days (excluding Saturday & Sunday) is

Signed: _____

Date: _____

Holiday Request Confirmation Form

Signed: _____

Date: _____

Manager

Alma personnel 302a Queslett Road Great Barr Birmingham B43 7EX

0121 360 0818