

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Work Location: \_\_\_\_\_

Date: \_\_\_\_\_

Client: \_\_\_\_\_

Work Tel No: \_\_\_\_\_

I wish to apply for the following days vocational holidays:

Commencing: \_\_\_\_\_

Returning: \_\_\_\_\_

Total number of days required: \_\_\_\_\_

Please pay my holiday entitlement on: \_\_\_\_\_

*[To be completed by contract personnel who request holiday pay to beheld]*

**Holiday Record**  
Holidays taken since 1<sup>st</sup> January.

Total vocational holidays taken this year: \_\_\_\_\_  
*Include above request*

Total number of vocational holidays remaining: \_\_\_\_\_

Total hours worked to date this year: \_\_\_\_\_

Signed by Contract Personnel: \_\_\_\_\_

Authorised by Client Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

NB: Holidays to be agreed, if possible, 7 days in advance with your supervisor.  
(Where possible a minimum of 14 days notice is required for two weeks holiday.)