



HOLIDAY REQUEST FORM

- Please give at least 4 weeks notice for your holiday request
- Failure to give 4 weeks notice could result in holiday not being granted
- Email/Fax/Post the completed form to the Office or pass to your Area Manager

Employee's Personal Details

Name: _____

Address: _____

Contact Details Mobile: _____

 Email: _____

Where You Work

Site Name: _____
e.g. River Island, GANT, UNI QLO etc

Town/Road: _____
e.g. Bluewater, Greenwich, Stratford etc

Area Manager: _____

Date(s) of Holiday Requested:

From (first day of leave): _____ To (last day of leave): _____

From (first day of leave): _____ To (last day of leave): _____

From (first day of leave): _____ To (last day of leave): _____

Total number of day's requested: _____

Employee's Signature: _____

Date: _____

Manager and Office use only:

> Authorized Not Authorized

Area Manager's Signature: _____

Date: _____

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