

# I. J. PREECE & SON LTD

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*Building Conservation, Restoration & General Building Contractors*

## HOLIDAY REQUEST FORM

Please return the completed holiday request form to head office for approval.

Employee Name: _____
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Proposed Holiday Dates: Holiday from: _____ Return to work date: _____	Total No. working days Requested: _____
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For half day leave requests, please specify the date on which you will be taking time off, and tick the relevant box to specify if you will be taking a morning or afternoon off. Date: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
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Would you like to take your leave as paid or unpaid? <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
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Signed: _____ Date of request: _____
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Head Office	
Leave request: <input type="checkbox"/> Approved <input type="checkbox"/> Declined	
Signed: _____ Date: _____	
Print Name: _____	

## ANNUAL LEAVE REQUEST CONFIRMATION

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Leave dates approved: From: \_\_\_\_\_ Returning to work: \_\_\_\_\_

No. days leave taken so far (including bank holidays & mandatory leave): \_\_\_\_\_

Bank holidays and mandatory leave (Easter & Christmas) remaining: \_\_\_\_\_

You can request \_\_\_\_\_ more days paid leave