

Office use only

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HOLIDAY REQUEST FORM

All holiday requests **MUST** be approved by Carleton Recruitment and your Factory Manager/Supervisor, otherwise they will be unauthorised.

Holidays are to be taken between April 1st and March 31st each year. A maximum of 2 days may be carried forward to the next leave year and must be taken within three months. Holiday pay is not paid in advance.

A maximum of 10 days leave can only be granted in March each year.

You **MUST** give notice to **Carleton Recruitment** of at least twice the length of the intended leave period.

Name/Surname: _____

Factory: _____ Department: _____

Holiday start date: _____ Holiday end date: _____

Total days requested: _____

Are you travelling overseas? Yes No

If yes, which country are you visiting? _____

Signature: _____ Date: _____

FACTORY USE ONLY (PLEASE CIRCLE AS APPROPRAITE)

APPROVED / NOT APPROVED

Approved by:
Department Manager: _____ Date: _____

(Signature of factory manager/supervisor required)



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Date received by Carleton : _____