



## Holiday Request Form

Please complete the following when requesting holiday leave. All holiday leave requests must be completed in writing, as verbal requests will be rejected. Upon completion of this form you are requested to submit it to Orchard Professional Solution Ltd for approval. It is also important that you must take all of your allocated holidays within the Holiday Year as you are not entitled to carry forward any unused holidays to the following year and you are not entitled to payment in lieu of any unused Holidays.

Name:		Dept:	
Branch:			
First Day:		Last Day:	

Sign:

Date:

Authorised by:

Date: