

Holiday Request Form



Please give the Payroll Department notice (at least twice the length of the holiday requested) if you want to take any paid holiday.

Use this form to notify the payroll department in advance.

Our holiday year runs from 1st January to 31st December.

Once you have completed your holiday form, please email to holiday@goodmanmasson.com or fax to 020 7324 0567

Name: _____	
Start date: _____	To: _____ inclusive
Total number of days to be taken: _____ days/hours requested	
Temporary workers signature: _____	Date: _____
Client authorised signature: _____	Date: _____
Please print authorisers name: _____	