

PAYTECH LIMITED
HOLIDAY REQUEST FORM

TO:

FROM:

DATE:

I would like to take the following days as annual holiday:

Start Date	Start Day	Return Date	Return Day	No. Of Days of Holiday

Number of days of holiday remaining before the above request:

Number of days of holiday remaining after the above request:

Signed by Employee:

PRINTED:

Date:

Approved? **YES / NO**

Reason for not approving request:

.....

Signed by Manager:

PRINTED:

Date: