



Holiday Request From

To book holiday request, fill in the following details and return it to office as soon as possible. Please beware that, due to the nature of our business, if there are more than one colleagues applying for same period of holiday requests, in such scenarios, we won't be able to allocate the time you have requested for. We may suggest some alternative dates if necessary. You must book your holiday or time off as soon as possible to avoid disappointment.

Name	
Site / Location	
Holiday Entitlement (Days)	

Booking Details

Please indicate your start of the holiday or time off and when you are returning to work. When counting number of days off, please do not count your regular rest days.

Start date of the holiday / time off	
End date of the holiday / time off	
No. of days of the holiday / time off request	
Date you are resuming work	

By signing below, you agree to following conditions:

- Information you have supplied are accurate also you understand that request is not guaranteed until you have been notified by the HR team member.
- Request may be refused if there are not enough resources to cover your shift as a result of more than one colleagues are requesting for same or overlapping dates.
- In case of condition b stated above, we may suggest some alternative date, but it is your responsibility advise HR team of your intention of whether you want book suggested dates or not.

Signature	
Date	