HOLIDAY REQUEST

BRANCH	DATE

EMPLOYEE NAME	PAYROLL NUMBER

DATE(S) REQUESTED	
Total number of days requested:	

HOLIDAY DESTINATION			
Legal-E		**PAYE**	
EMPLOYEE'S SIGNATURE		**BRANCH MANAGER'S SIGNATURE**	

Branch use only

DATE TO PAYROLL	EXPECTED PAY DATE

AUTHORISED PAYMENT	
_____ **Days x** _____ **Hours @** _____ **Per Hour.**	