



HOLIDAY REQUEST FORM

Name.....

Date of Birth.....

Total Amount to be paid.....

Date Holiday Pay to be paid.....

Please ensure that your holiday request is received at least 17 days prior to your holiday being taken, this form can either be posted to our head office in Hebburn (address below) or faxed to 0191 469 4769.

Please Note: All holidays must now be requested by form and **CANNOT** be requested by telephone.

CDM Recruitment Ltd, 16 Blue Sky Way, Monkton Business Park, Hebburn, NE31 2EQ

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