



# Holiday Request Form

In order to make sure that your planned holiday is honoured, it is imperative that OSR receive your signed holiday request sheet at least one week in advance.

**Please carry out the following process:**

- Step 1: Complete your holiday request form, showing clearly when you plan to be absent from work due to holiday.
- Step 2: Speak to your line manager to whom you are currently reporting to, and his/her signed authorisation.
- Step 3: Make sure your OSR consultant is made aware that you plan to take holiday.
- Step 4: Ensure that your holiday request form is received by OSR **at least one week prior** to the holiday.

*Please tear off the slip below and return to OSR as soon as possible.*

.....(Print Name) Payroll No. ....

Plan to be absent from (dd/mm/yyyy) ...../...../ 20 **until** (dd/mm/yyyy) ...../...../ 20

I wish to claim ..... (Number of days per holiday).

***I understand that if I do not obtain signed clearance and authorisation from OSR Recruitment Services, I may forfeit my holiday entitlement.***

Authorised by: Client Name: .....

Position: .....

Company Name: .....

Date: .....

**OSR Recruitment Services Limited Authorisation:**

Consultant: ..... Date Received: .....

**OSR Payroll Authorisation:**

Manager: ..... Date Paid: .....