



**HOLIDAY REQUEST FORM**

*Please ensure that the below form is completed in full, and that your holidays have been authorised, and signed for by your Manager/HR prior to the return of the form to **lexconsultancy**.*

**Company Name:** .....

**Temporary Employee:** .....

**Start Date (Incl):** .....

**End Date (Incl):** .....

**Temp Signature:** .....

**Company Signature:** .....

**Position:** .....

**\*\* thank you for temping with *lexconsultancy* \*\***