# HOLIDAY REQUEST FORM FOR MIDDLETONMURRAY TEMPORARY WORKERS

**Temporary's Name:** ___ _____

**Current Company:** _____

| FOR COMPLETION BY EMPLOYEE | | | FOR MANAGEMENT USE ONLY | | | |
|---|---|---|---|---|---|---|
| | | | | | IF APPROVED | |
| HOLIDAYS REQUESTED FROM AND TO | NUMBER OF DAYS | SIGNED | HOLIDAY APPROVED | HOLIDAY REFUSED | DAYS TAKEN | DAYS STILL DUE |
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| FOR OFFICE USE ONLY | | | | | | | | | | | | |
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| ABSENCE CARD COMPLETED (please tick) | | | | | | | | | | | | |