



TECHNOLOGY RESOURCING PAID LEAVE REQUEST FORM

**TECHNOLOGY
RESOURCING**
www.RailwayEngineeringJobs.co.uk
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I request the following time off as part of my paid annual leave entitlement.

Name:	
Payroll Number:	
Number of days annual leave requested:	
From (including):	
To (including):	
Signature:	
Today's date:	
Approved: (Consultant's Signature)	

We will require notice of your intention to take paid leave which must be twice as long as the time off you require e.g. if you want one week off we need two week's notice and if you need two days off we need four days notice.