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**gm recruitment**

just the people you need.



## Holiday request form

**Please print and return this form by fax or post:**

By fax: 020 8246 4289

By post: Payroll Department  
GM Recruitment  
100-104 Upper Richmond Road  
Putney  
London  
SW15 2SP

### Holiday Request Form

You must give us notice (at least twice the length of the holiday requested) if you want to take any paid holiday.

Use this form to notify us in advance.

Our holiday year runs from 1st January to 31st December.

Please contact the GM Recruitment Payroll Department payroll@gmrecruitment.co.uk if you have any queries regarding your holiday entitlement.

Name: .....

Start Date: ...../...../..... to ...../...../..... inclusive

Total number of days to be taken: ..... days

Candidate Signature: .....