



IMPERIAL COACHES LTD

307-311 Colnbrook Bypass, Colnbrook, SL3 0EA

sales@imperialcoaches.co.uk

Tel: 020 8574 0028

Fax: 01753 333 666

Holiday request form.

Holidays must be pre booked by filling in a Holiday Form. We require four weeks' notice from Aug – March and twelve weeks' notice between April and July.

Holiday entitlement must be used in the holiday year it may not be carried over to the following holiday entitlement year. You will not be entitled to payment in lieu of any holiday which is accrued but not taken.

Employee Name	
Reason for Absence	
First day of absence	
Date returning to work	
Total number of Holiday days	
Paid/unpaid?	
Signature	

OFFICE USE ONLY

Authorized/unauthorized	
Paid/unpaid	

Signature		Name	
Position		Date	

Employee Name	
Date of Absence	
Authorized/unauthorized	
Paid/unpaid	

I CONFIRM THAT THE ABSENCE HAS BEEN AUTHORISED / NOT AUTHORISED.

Signature		Name	
Position		Date	