




Britannia House, Junction Street,  
Darwen, Lancashire, BB3 2RB

Tel: 01254 773718 Fax: 01254 700254  
Email: info@wecl.co.uk  
Web Site: www.wec-group.com

**HOLIDAY REQUEST FORM**

Employee Name	
---------------	--

Holiday Date Requested	Date Submitted	Total Number of Days	Manager / Office use only		
			Authorised signature	System code	TMS 

Authorised by: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please tick**  I understand that I have worked sufficient time to be entitled to the holiday pay received (anyone with less than 12 months service will only be paid holiday pay for accrued holidays). I authorise WEC Group Ltd to deduct any over payment to date from my final weeks pay if my employment should be terminated before entitlement is incurred

**Please sign:** \_\_\_\_\_