

**ULTRA CLEAN -HOLIDAY REQUEST FORM**

I would be grateful if you could give me details of your holiday requirements. **Holidays cannot be transferred to next years' holiday entitlement.** Please forward it directly to the office \*address below or forward to your line supervisor if applicable. Details of how many days holiday you are entitled to are detailed below.

As you can appreciate, it may not be possible to provide cover if more than one member of staff requires the same holidays, but we will try and accommodate everyone.

Please note that we require at least **one month's notice** to book any holidays. **HOLIDAYS WILL NOT BE ACCEPTED BY PHONE.** As this has caused problems in the past. Once your holiday request has been received, you will receive a confirmation within one week of receipt that your holidays have been accepted or declined. Please do not book holidays before receiving your confirmation.

Staff must now book holidays equally throughout the year, as we found in previous years many people had holidays refused because many staff booked most of their entitlement near the end of the year. All staff must have booked at least one week's holiday between January- March, one week between April - June, one week between July - September and the final week Oct – Dec. Obviously if you have a fortnight or more booked this can be catered for, however, do have your holiday requests in asap.

DATE:...../...../.....  
NAME:.....CONTRACT:.....  
ADDRESS:.....POST CODE:.....  
BANK HOLIDAYS:..... NO. OF DAYS WORKED:.....  
REMAINING HOLIDAYS:.....

**HOLIDAYS REQUIRED**

Date From:..... To:..... Days taken..... Jan-March

Date From:..... To..... Days taken.....

Date From:..... To:..... Days taken..... April-June

Date From:..... To:..... Days taken.....

Date From:..... To:..... Days taken..... July-Sept

Date From:..... To:..... Days taken.....

Date From:..... To:..... Days taken..... Oct-Dec

Floating days remaining:.....

\*Ultra Clean (Oswestry) Ltd, Glovers Meadow, Maesbury Road Industrial Estate, OSWESTRY, Shropshire. SY10 8NH.