



Holiday Request Form

Please complete and sign this form if you have retained Holiday Pay each week with ourselves and now wish for this to be released when you have a holiday.

Return by these methods:

- **By post:** Apex Europe Ltd, Old Hall Farm, 19 Barnston Lane, Moreton, Wirral, CH46 7TN
- **By fax:** 0151 331 0250
- **By scan & e-mail:** info@apex-contracting.co.uk

If we have sent you this document electronically just complete and sign the form, and that's it!

Personal Details

Your Full Name:

Address Line 1:

NI Number:

Address Line 2:

Date of Birth:

City/Town:

Post Code:

Holiday Request

Start Date of Holiday:

End Date of Holiday:

Total Days of Holidays Requested:

Date of Holiday Pay to be Paid:

Additional Info:

Signed:

Print:

Date:

NEED HELP CONTACT US:

Tel : 0151 652 2573