



**MARPOL SECURITY LTD, OLD BANK HOUSE,**

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In view of the amount of personnel employed by the Company, it has become necessary to implement a holiday roster system. **You must give 14 day's notice** of any intended holidays, failure to do so will mean holidays will not be processed. Holidays will be honoured on a first come basis. Please fill out the form below and return to your Contract Manager as soon as possible. **DO NOT BOOK FLIGHTS UNTIL YOU HAVE CONFIRMATION OF YOUR HOLIDAY**

Date	
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NAME		Works No	
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	My last working shift will be	Return to Work Date	Total No of Days Excluding Rostered Days Off
HOLIDAYS			

Office use only			Allow	
	Authorised by		Taken	
	Start Date		Left	

After entering the Date Put in the Box below **LWS** (Last Working Shift) Then enter **H** for the day's holiday you need. Put **R** for the day's you would have been on rest days. Then put **BTW** (Back to Work) These boxes must be completed. If they are not, your Holiday will be denied.

Week1	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>DATE</b>							
Week 2	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>DATE</b>							
Week3	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>DATE</b>							