

Holiday Request Form

For holiday requests please complete and submit this form to administration@optima-uk.com.

You are required to give at least 5 days' notice of your holiday due to working practices.

NAME: _____

COMPANY: _____

LINE MANAGER CONFIRMATION: _____

FROM: _____

TO: _____

*PAID: YES NO

*Please Note – This is for PAYE workers only. If you are paid using an Umbrella Company or your own Limited Company, you will not accrue holiday as it will be paid as part of your wages.