



MARPOL SECURITY LTD, OLD BANK HOUSE,

84 BROAD STREET, SALFORD. M6 7DR.

Tel: 0161 737 9991, Fax: 0161 736 1138

Freephone: 0500 627765

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	
------	--

NAME		Works No	
------	--	----------	--

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

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.

Week 1	Mon	Tue	Wed	Thur	Fri	Sat	Sun
DATE							
Week 2	Mon	Tue	Wed	Thur	Fri	Sat	Sun
DATE							
Week 3	Mon	Tue	Wed	Thur	Fri	Sat	Sun
DATE							