



Leave Request Form

This form should be used to notify Morson International of any leave you wish to take.

Annual Leave

To be completed for any annual leave (holiday) you wish to take. Please be aware that only leave accrued can be taken. Holiday can be taken in blocks of 1 hour and above. The Morson International holiday year is 12 January 2015 to 08 January 2016.

Name.....Morson ID Number.....

I wish to be absent on paid leave over period:

From To inclusive

Contractor Signature..... A total ofHours

Line Managers Signature..... Print Name

Special Leave

To be completed when special leave is required i.e. for medical appointments etc.

Name.....Morson ID Number.....

I wish to be absent on paid leave over period:

From To inclusive

Contractor Signature..... A total ofHours

Line Managers Signature..... Print Name

After authorisation from your Line Manager, please fax this form to **0161 786 1564**, or email to the relevant payroll team:

holidayform@morson.com