



TIME OFF REQUEST FORM

NAME:

JOB LOCATION:

DATES REQUIRED:

TODAYS DATE:

AUTHORISED BY:

- One weeks notice **MUST** be given to your supervisor before time off will be issued
- If a form is not signed by your supervisor you will **NOT** be entitled to take the time off
- Please note that all holidays must be taken by the 31st of December of each year

www.ireservices.ie

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