



HOLIDAY NOTIFICATION FORM

Email: info@iverscareservices.co.uk

Post to: Ivers Care Services PBC Dallam Court Dallam Lane Warrington WA2 7LF

Ivers Care Services ask all staff to complete a holiday notification form and return it to the Warrington Office when taking extended holiday breaks of three weeks and more

Please provide us with at least four weeks notice

FULL NAME:
ADDRESS:
POST CODE:

Sites usually covered:

I wish to notify ICS that I will be taking extended leave from the agency for the period as detailed below:
FROM: _____ TO: _____
Number of Days in total

Signature: _____ **Date:** _____

Head Office Use only:

Signature _____ **Date Received** _____