

REQUEST FOR ☐ VACATION  
☐ PERSONAL MATTERS

Date: \_\_\_\_\_

Worker's Name and Surname:

\_\_\_\_\_

NIF: \_\_\_\_\_

Signature: \_\_\_\_\_

PERIOD OF TIME REQUESTED:

TO \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ No. of the days \_\_\_\_\_

FROM \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ No. of the days \_\_\_\_\_

TO \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Madrid, on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and signature of the  
Group Head and/or Manager

Name and signature  
of FIBHULP