

HOLIDAY EXCHANGE FORM**Garage:** _____

Driver 1 _____ Payroll no. _____

Holiday dates you want to swap _____

AGREES TO EXCHANGE HOLIDAYS WITH

Driver 2 _____ Payroll no. _____

Holiday dates you want to swap _____

Signed by Driver 1 _____ Date ____ / ____ / ____

Signed by Driver 2 _____ Date ____ / ____ / ____

OFFICE USE ONLY Processed by: Print Name: Signature: Date: / /

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Driver 2 _____ Payroll no. _____

Holiday dates you want to swap _____

Signed by Driver 1 _____ Date ____ / ____ / ____

Signed by Driver 2 _____ Date ____ / ____ / ____

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