



HOLIDAY REQUEST

FORM

TODAY'S DATE:

EMPLOYEE NAME:

DATE LEAVE REQUIRED: First working day:

Last working day:

TOTAL NUMBER OF DAYS TAKEN:

EMPLOYEE SIGNATURE

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Please request your holiday at least one week prior to the commencement date and make sure your client contact is aware and agreed the time off.

Your holiday pay will be calculated on a pro rata basis of 28 days per annum. It will be based on the number of days you are taking or if you have less days available, all days that have been accrued to date. Holiday will be paid at the rate of the temps average normal weekly pay, paid over the previous twelve weeks worked prior to its payment.

Any holiday entitlement needs to be taken within your current working year.

Holiday forms can be downloaded from our website www.annpettengell.co.uk

PLEASE KEEP A COPY FOR YOUR FILES AND PASS THE ORIGINAL TO ANN PETTENGELL