Temporary Worker Holiday Request Form

IMPORTANT

In order to be paid for accrued holiday, you will need to complete this form one week in advance of your planned holiday and return it to your Recruitment Consultant fully completed and signed by your line manager. Any holiday forms that are not signed by an authorised line manager will not be accepted and this may result in a delay in holiday pay being paid to you.

TEMPORARY WORKER (PLEASE COMPLETE SECTION 1)

SECTION 1

Temporary Worker Name:……..……..

Temporary Worker Signature:……..

Number of Days Holiday Requested:……...

To be taken from:……..

Until:……..

Would you like to be paid accrued holiday pay for these days (if available)? – YES / NO

SECTION 2 (PLEASE ASK YOUR LINE MANAGER TO COMPLETE)

I hereby authorise the above named temporary worker to take the requested time off as holiday.

Name:……Signature:……...

Position:……...Date:……..

Please return this completed holiday pay to your representative at Plus One Personnel on 01295 262218 (fax) or email: reception@plusonepersonnel.co.uk