

G STAFF RECRUITMENT

38 Regent Street, Rugby, Warwickshire, CV21 2PS
Tel: 01788 535565 Fax: 01788 820129
jobs@g-staff.co.uk

HOLIDAY REQUEST FORM

For the purposes of calculating entitlement to paid annual leave the leave year commences on 1st August. The entitlement to receive 28 days (5.6 weeks) of paid annual leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year. The amount of payment will be calculated and paid in proportion to the number of standard hours worked. During the first leave year the Temporary Worker is entitled to request leave at the rate of one-twelfth of the Temporary Worker's total holiday entitlement in each month of the leave year.

Today's Date:

Name of Employee:

Address of Employee:

.....

.....

Contract assigned to preceding the holiday:

Hourly Rate of pay:

HOLIDAY DETAILS - To be completed by the Temporary Employee

Date of holiday to be taken: From

Until

Total of Days Taken in this period

SIGNATURE OF EMPLOYEE DATE OF SIGNATURE

FOR OFFICE USE ONLY

Holiday xl form.

No. of days:

Daily value: £.....

Total value: £.....

Signed.....

Date removed from.....

Deployment.

Paid Wk.com

Total £

Signed.....

Date processed.....