

TEMP HOLIDAY REQUEST FORM



Full Name:	Employee Number:
------------	------------------

Company working at:

Location working at:

PLEASE FAX BACK ON – 01274 596622

You are entitled to 28 days holiday in any 12-month period.

Holiday entitlement is paid on an accrual basis of 2.3 days per full calendar month worked. Your holiday is accrued on a 12-month rolling year.

This form is only a request for a holiday to be taken it does not automatically grant a holiday.

To qualify for holiday you must give 14 days' notice, the holiday must not conflict with other holidays booked by other members of staff working at the same company, no more than 2 consecutive weeks at any one time can be taken.

The holiday is granted when a copy of the original holiday request is returned and signed by a Supervisor then submitted to Advantage for prompt payment.

First Day of the Holiday

Last Day of the Holiday

Number of days you are claiming for:

Signed	Date
--------	------

OFFICE USE ONLY

Authorised by your Supervisor

Signed	Date
--------	------

Authorised by a Member of Advantage staff.

Signed	Date
--------	------

Average rate of pay per hour	£
Number of hours claiming:	Hours
Amount of holiday pay to be paid	£
Paid Week No.	<input type="text"/>