

HOLIDAY REQUEST FORM

TEK PERSONNEL CONSULTANTS LIMITED
Norwich Union House, 35/36 Iron Gate, Derby, DE1 3GA

When wishing to take your accrued holiday entitlement, you should complete the tear off portion of this form, **get the client to authorise your request**, and ensure that it reaches our office in time to give a **minimum** notice period equal to twice the length of leave you wish to take, eg –

1 day's leave = minimum 2 day's notice

1 week's leave = 2 week's notice

(Please refer to your Terms of Engagement – Section 5 for all terms and conditions)

Any leave taken for which there is no entitlement or in excess of leave entitlement, for other than extenuating circumstances, will be deemed to be a breach in the contract terms. Failure to give the required notice could result in the absence being taken as unauthorised leave.

!.....
Cut here and return to the above address

Name of Tempworking at

I wish to give day's/week's notice that I would like to take part of my holiday entitlement on the following day/dates:

From to (..... days total)

I understand that I will only be paid for these dates if I have sufficient days accrued, that they will all be deducted from my holiday entitlement, and that payment for the unpaid dates will be made at the end of my leave year subject to sufficient days being accrued over my leave year. (Holidays are accrued at 2 days per calendar month – 24 days per year (pro rata)).

**ALL HOLIDAYS ARE SUBJECT TO APPROVAL BY THE AGENCY AND THEIR CLIENT
AND MUST NOT BE TAKEN WITHOUT PRIOR CONSENT THEREFORE
THE CLIENTS' AUTHORISATION IS ESSENTIAL**

Signature of Temporary Worker dated

Signature on behalf of the Client dated

For office use only

Recorded

Authorised by Client – Yes / No

Pay Entitlement hrs

@ per hour