



Holiday Form for Temporary Workers

Name of Temporary Worker

Temporary Worker Employee Number

Client worked for

I request the following dates as paid annual leave:

No. of days	From			Until			Signature	Date
	Day	Month	Year	Day	Month	Year		

(Notice to take leave must be at least as long as the period of intended leave)

OTHER REQUESTS:

FOR OFFICE USE ONLY

Consultant to complete

Approved dates of paid annual leave:

P45 and all remaining holiday requested: (please tick) Leaving Date:

Signature: Date:

Co-ordinator to complete

Approved dates of paid annual leave:

Signature: Date:

Week Ending	Number of Weeks	Timesheet / Payroll Signature