

Holiday Form for Temporary Workers

Name of Temporary Worker:

Temporary Worker Employee Number:

Client worked for:

I understand that I must take my accrued holiday during my holiday year

I understand that my holiday year starts from my first date of work

Details of how much holiday I have accrued is located on my payslip

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

I request the following dates as paid annual leave:

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

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:

Updated on Aspire by (Initials)

Week Ending	Number of Weeks	Payroll Signature