

HOLIDAY REQUEST FORM

This form is required to be completed by Agency Workers in order to apply for annual leave.

- Please submit this form to your local Branch Manager who will authorise your request and then submit to the Precedo Payroll Department for evaluation and calculation. Completion and submission of this form does not automatically entitle you to holiday pay. Your Branch Manager will advise you of holiday availability and the calculation following your submission of this form.
- You must ensure that your local Branch Manager is in receipt of this form in advance of your holiday dates. You must always give at least one weeks’ notice to take paid leave regardless of how much leave you wish to take. If you wish to take more than three days, you must provide notice that is at least twice as long as the period of leave you wish to take. For example, if you want to two weeks annual leave, you must provide at least four weeks’ notice.
- You will only be entitled to be paid for holiday which you have accrued in the year to date.
- You will be advised on receipt of this request form by your Branch Manager.

Agency Worker Name:	<input style="width: 100%;" type="text"/>		
Address:	<input style="width: 100%;" type="text"/>		
Holiday Dates Requested (DD/MM/YYYY):	From:	<input style="width: 25px; height: 20px;" type="text"/>	<input style="width: 25px; height: 20px;" type="text"/>
	To:	<input style="width: 25px; height: 20px;" type="text"/>	<input style="width: 25px; height: 20px;" type="text"/>
Total Number of Days Requested:	<input style="width: 100%;" type="text"/>		
Signed:	<input style="width: 400px; height: 25px;" type="text"/>	Date:	<input style="width: 150px; height: 25px;" type="text"/>

FOR OFFICE USE ONLY

1ST AUTHORISATION (BRANCH MANAGER)

I received this form on: Date: Time:

I authorise this leave and confirm that it does not compromise the client rota/correct notice period has been given: Yes No

Manager Name: Manager Signature:

Please email this request to the Accounts department

2nd AUTHORISATION/HOLIDAY ALLOCATION (ACCOUNTS DEPARTMENT)