



## AUSTIN POWELL LTD HOLIDAY REQUEST FORM

Temporary Staff wishing to take holiday must complete request form. Please note that a minimum of 2 two weeks' notice is required. Austin Powell will not process holiday payments without a correctly completed form under any circumstances.

### PERSONAL DETAILS

NAME .....

PAYROLL NUMBER .....

FULL ADDRESS .....

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### PLEASE INSERT YOUR HOLIDAY DATES UNDER THE RELEVANT DAYS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

TOTAL DAYS REQUIRED .....

DATE AVAILABLE/RETURNING TO WORK .....

TEMP WORKERS SIGNATURE .....

For Office Use only:

Branch ..... Date Holiday Request Received .....

AUTHORISED BY  
CONSULTANT/MANAGER.....

DATE PASSED TO PAYROLL .....