**YOUR HOLIDAY REQUEST FORM**

|  |  |  |
| --- | --- | --- |
| **Your Name** | **Assignment** |  |
| **Address** | **Telephone** |  |
| **N/Insurance No.** |  |
| **Payroll No.** |  |

Further to your request to take holiday time, please complete this form and email it immediately to Reiver Recruitment at **info@reiverrecruitment.co.uk.**

If we do not receive your signed copy, then this may delay pay out on monies due.

|  |  |  |  |
| --- | --- | --- | --- |
| **Please enter the time you wish to be away from work** | | | |
| From (1st day absent)  [e.g. Mon 10th June 2012] | To (last day absent)  [e.g. Fri 14th June 2012] | Number of working day taken  [e.g. 5] | Total Number of hours taken  [e.g. 35] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I** **WOULD LIKE TO TAKE THESE DAYS AS:** | **PAID** |  | **UNPAID** |  |

*I understand that any payment will be deducted from my accrued Holiday Pot and is subject to sufficient funds been available and accrued prior to the holiday being taken.*

|  |
| --- |
| **Declaration:** I acknowledge that I have requested holiday to be taken as above, that I have consulted the Client who is happy for me to be away from work during these dates and that I have read and understood the notes below.  SIGNED:       DATE: ­­­­­­­­­­­­­­­­­­­­­­­­­  PRINT NAME: |

**IMPORTANT NOTES**

To avoid any disappointment you must give us at least twice your total days taken as written notice before you take your holiday. [e.g. 3 days holiday = 6 days written notice ] Reiver Recruitment reserve the right to refuse holiday dates if it is deemed by the Client to be inconvenient and will acknowledge any changes in writing. **Bank holidays are NOT** deemed as being paid leave, unless the employee requests that the Bank Holiday is taken as part of their annual leave.

**Please now email this document to our office as soon as possible. Your holiday pay will be paid out in the week after you take your time off – there is no exception to this rule.**