

Holiday Request



Cream Recruit Temporary Workers

Name: _____

Remember - you have to give twice the number of working days notice as the number of days holiday you wish to take.

You received full detail on calculation and payment of holiday pay when you first came to our offices.

You must submit a holiday request for any paid annual leave, including bank holidays.

Holidays requested:

Date from	Date to	Total number of days requested

Signed: _____

Date: _____

Internal Use

Date received in branch	Date client informed	Sent to payroll by