

HOLIDAY REQUEST FORM

DATE:

NAME:.....

TOTAL DAYS:.....

DATES: from.....to.....

SIGNED

Please request your holiday at least one week prior to the commencement date and make sure your line manager is aware and agreed the time off.

Ensure you gain acknowledgement and authorisation of all holiday days, failure to do so may result in non-payment or unauthorised absence.

Your holiday pay will be calculated on a pro rata basis, based on your average hours worked and pay over the last 12 weeks worked.

You will not be paid holiday pay which has not been accrued.

You must have time off work to be paid holiday pay, you cannot take it as extra pay on top of your working hours.

Any holiday entitlement needs to be taken within your current working year 1st October – 30th September.

Failure to use your holiday entitlement during this time will be lost.

Holiday forms can be downloaded from our website www.aceappointments.co.uk

PLEASE KEEP A COPY FOR YOUR FILES