

# HOLIDAY REQUEST FORM



Once complete this form should be signed and returned by fax to 0844 5763 833 or emailed to [timesheets@1ststeprecruitment.co.uk](mailto:timesheets@1ststeprecruitment.co.uk)

Payment will be made on the Friday following the annual leave taken or the next available payroll run once your request has been received.

Under no circumstances may holidays be carried forward to the next qualifying year. Any unclaimed holiday will be paid upon termination of your assignment.

By signing this form, I am confirming that I will not be undertaking paid work of any nature during the dates specified below. I understand that I must make every effort to take an average of seven days holiday every thirteen weeks (Pro-rata). I agree that I must notify you of my intended holiday dates by giving notice of at least twice the length of period of leave that I intend to take.

ALL HOLIDAYS MUST BE ACCRUED PRIOR TO BEING PAID OUT. FOR ALL ENQUIRIES REGARDING HOW MUCH HOLIDAY YOU HAVE ACCRUED PLEASE EMAIL [payroll@1ststepsolutions.co.uk](mailto:payroll@1ststepsolutions.co.uk)

Should you require any further information or guidance regarding the process for claiming your annual leave entitlement, please do not hesitate to contact the payroll department on 01322 479 505

<b>Name</b>		<b>Email address</b>	
<b>Telephone Number</b>		<b>Current Hirer &amp; Work Location</b>	

Dates From	Dates To	Total Days	Operative Signature	Client Signature	Week Paid	Branch Notified

(Office Use Only)