

# HOLIDAY FORM FOR TEMPORARY WORKERS

Temporary Worker Reference Number: .....

**NAME OF TEMPORARY WORKER** .....

I request the following dates as paid annual leave:

No. of days	From			Until			Signature	Date
	Day	Month	Year	Day	Month	Year		

(Notice to take leave must be at least as long as the period of intended leave)

OTHER REQUESTS: .....

## FOR OFFICE USE ONLY

### Consultant to complete

Approved dates of paid annual leave: .....

P45 and all remaining holiday requested:  (please tick) Leaving Date: .....

Signature: ..... Date: .....

### Co-ordinator to complete

Approved dates of paid annual leave: .....

Signature: ..... Date: .....

### Payroll department to complete

Signature: ..... Date: .....