

## **Holiday Pay Request Form**

You will need to complete this holiday request form and return it to the office by either email or hard document.

(Not a text or any other form of notification)

### **IF You Want to Take Holiday**

You must give your agency representative advance notice that you want to take holiday.

**This notice should be at least twice as long as the amount of holiday you want to take**

(for example, you should give two weeks' notice for one week's holiday).

You must request authorisation for time off from your supervisor at your place of work and submit this request to InSync Recruitment. Or Notify our office of where we can arrange on your behalf the desired time off.

I \_\_\_\_\_ wish to book holiday for the following dates

\_\_\_/\_\_\_/\_\_\_ until \_\_\_/\_\_\_/\_\_\_.

This will be a total of \_\_\_ working days. I have had this time off authorised by

(supervisor name) \_\_\_\_\_ at

(company name) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

### Office use only

Wk            No Days

Wk            No Days

Wk            No Days

This was received by \_\_\_\_\_ on \_\_\_\_\_

(date) and complies with the minimum 2 weeks' notice requirement. Date