

## HOLIDAY REQUEST FORM 2023 ISSUE

**This form is generic to Teamrecruitment and requesting holiday.**

Should the Client have alternative holiday request policies in place; this will need accommodating by you, the temporary worker in addition to this form.

Under the working time regulations act 1998, you, the temporary worker are entitled to paid holiday. Your entitlement is calculated by TeamRecruitment and can be disclosed to you upon request. This includes public holidays.

Your holiday will accrue upon commencement of employment at the Client. Paid holiday may only be requested in conjunction with the accrued period.

In the event your employment ceases with TeamRecruitment and you have exceeded your holiday entitlement, you will be liable to pay the difference to TeamRecruitment. Holiday request forms must be given to your supervisor or manager for approval. If the Client authorises your request, 1 Month or 4 weeks' notice must be provided for holiday requests unless deemed as an emergency.

Any financial commitments made prior to receiving holiday authorisation by you will be done so at your own risk. If the holiday request is declined, TeamRecruitment, nor the Client will be liable for any expenses. Holiday approval and decline is at the Clients discretion and will be in line with their policies.

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Name _____	Request Date ____/____/____
Holiday Start ____/____/____	Holiday Finish ____/____/____
Signature _____	Return to Work ____/____/____

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Client Use Only. Authorised By:

Approved

Not Approved

Signature \_\_\_\_\_

Position \_\_\_\_\_