



# Holiday Request Form

(Please post to FREEPOST Recruitment & Contractors Services)

Dear Sir,

I wish to inform you that I would take my holiday pay entitlement during your next scheduled payroll run. I agree that all monies held on account for me will be reduced to zero for the period I have worked since my last holiday pay request. I understand that any accrual of future holiday pay entitlement will commence again during the next period that I am due to work.

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

Name: \_\_\_\_\_ Reference No: \_\_\_\_\_



**USE ONLY**

Actioned by: \_\_\_\_\_

  

Date: \_\_\_\_\_



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