

HOLIDAY AUTHORISATION FORM

HOLIDAY PAY WILL ONLY BE CONSIDERED AND CALCULATED WHEN REQUESTED USING THIS HOLIDAY AUTHORISATION FORM.

Surname	
First Name	
Contact Number	
Employee Number (on pay advice)	
No. of Days Requested (total)	
Date From	
Date To	

All Bank Holidays and National Holidays are Included in the total holidays days accrued over a year, of 28 days holiday per year. You **MUST** request Bank/National Holiday's, as they will not be paid automatically.
 Our Holiday year operates from 1st January to 31st December.
 WE DO NOT CARRY OVER UNUSED HOLIDAYS AND WE **DO NOT** ADVANCE HOLIDAY PAY.
 We require the following notice periods for your holiday to be processed correctly, one working week for 3 days or less, and above 3 days double the amount of holiday period required in working days.

Date of Request	
Your Signature	
Print Your Name	

By signing the above you are confirming that you have requested this holiday, you holiday request will not be processed if this request incorrectly completed.

OFFICE USE ONLY

Hours Booked	Pay Rate	TOTAL COST	HOLIDAY DAYS ACCRUED BUT NOT TAKEN

I the undersigned confirm that this Holiday Request has been received with in the correct timescales and authorise and for this Holiday Request to be processed.

Authorised Consultant Signature Date

Print name

MANAGER APPROVED SIGNATURE Date

Payroll Completed Signature Date