

## **HOLIDAY AUTHORISATION FORM**

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

<b>WORKER NAME</b>	
<b>WORKER TEL No</b>	
<b>No. OF DAYS HOLIDAY REQUESTED</b>	
<b>DATE FROM</b>	
<b>DATE TO</b>	

Holiday pay hours accrued are calculated as an average of the hours worked over a 16 week period. Holiday pay is paid at an equivalent of 0.7 of a day per full week worked at basic rate of pay.

ALL BANK HOLIDAYS AND NATIONAL HOLIDAYS ARE INCLUDED IN THE TOTAL HOLIDAY DAYS ACCRUED OVER A YEAR OF 24 DAYS PER YEAR.

Our Holiday year operates from 1<sup>st</sup> November to 30<sup>th</sup> October.

WE DO NOT CARRY OVER UNUSED HOLIDAYS AND WE DO NOT ADVANCE HOLIDAY PAY.

<b>DATE OF REQUEST</b>	
<b>REQUESTED BY SIGNATURE</b>	
<b>PRINT NAME OF WORKER</b>	

### *OFFICE USE ONLY*

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

I authorise and agree that the above Holiday Pay is correct as stated above.

Authorised Consultant Signature ..... Date .....

Print name .....

MANAGER APPROVED SIGNATURE ..... Date .....

Payroll Completed Signature ..... Date .....