


# AGENCY WORKER PAID LEAVE REQUEST FORM

**PAYROLL NO:** (CAN BE FOUND ON YOUR PAYSLIP)

In accordance with the 'Agency Worker Terms of Engagement' you must notify us in writing and in advance when you wish to take paid leave to which you are entitled. You can at any stage ask the Finance Team how much holiday you have accrued by calling 01872 222 338 or emailing [finance@smithandreed.co.uk](mailto:finance@smithandreed.co.uk). You should give at least 1 weeks notice prior to taking holiday\*. Leave accrued will not be carried over to the next holiday year which runs from 1st October to 30th September.

 We will contact you via email to confirm receipt of your holiday form. It is your responsibility to ensure you have authorisation from your line manager for your requested time off.

•**When completing your timesheet please:**

-Do not add holiday hours in with your hours worked.

-Please mark all holiday days as 'taken as holiday - please pay'.

**Please note:** Holiday pay can only be paid on basic hours and not overtime hours.

All workers are entitled to a minimum of 28 days/5.6 weeks holiday per year (pro rata) for time worked, for more details please visit [www.gov.uk/holiday-entitlement-rights](http://www.gov.uk/holiday-entitlement-rights)

## TO BE COMPLETED BY AGENCY WORKER

Surname:

First name:

National insurance number:

Holiday date:

Amount of requested leave (days/hours)

Signed:

Date:

Permission given by:

To be paid week commencing:

**\*Holiday requests will now only be accepted in writing by post, email or fax.**

 **Post:** [Smith and Reed, The Old Chapel, St Clement Street, Truro, TR1 1EX](#)

 **Email:** [info@smithandreed.co.uk](mailto:info@smithandreed.co.uk)

 **Fax:** 01872 279886

   [smithandreed.co.uk](http://smithandreed.co.uk)

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