

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 your consultant how much holiday you have accrued. You should give at least 1 weeks notice prior to taking holiday*. Leave accrued may not be carried over to the next holiday year which runs from 1st October to 30th September.



We will contact you on the day of receipt of the holiday request to confirm authorisation. It is your responsibility to ensure you have authorisation. **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.direct.gov.uk

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:

THIS SECTION TO BE COMPLETED BY SMITH AND REED RECRUITMENT ACCOUNTS DEPARTMENT ONLY

Payroll week

£

***Holiday requests will now only be accepted in writing by post, email or fax. Please authorise all leave requests with your line manager prior to contacting Smith and Reed Recruitment.**



Post: The Old Chapel, St Clement Street, Truro, TR1 1EX



Email: info@smithandreed.co.uk



Fax: 01872 279886



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