

Holiday Request Form

FAO: _____

Date: _____

Personal Details

Employee Name: _____

Employee/Payroll Number: _____
(found on payslip)

Grafton Department/Branch: _____

Holiday Details

I would like to take the following days as leave:

From: day/month/year _____ / _____ / _____

To: day/month/year _____ / _____ / _____

Number of hours normally worked per week _____

Number of hours requested _____

Authorisation

Signature: Temporary Worker

Signature: Line Manager

Please note that this form must be **received by Grafton no later than Midday, the Thursday of the week before payment is due.**

All holidays must be approved with both the client you are on temporary assignment with AND your Grafton consultant.

Please Note: Annual leave should be approved **at least one week prior** to holiday start date.

For the purposes of calculating entitlement to paid annual leave pursuant to the Working Time Regulations 1998, the Grafton Recruitment leave year operates between January and December. All entitlement to holiday leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year, nor will any payment be made in lieu of holidays accrued (except in circumstances where the temporary assignment ends during the leave year).