



Holiday Request Form For Temporary Workers

I wish to take leave, subject to approval by my Manager, for the following period(s):

Week Ending Date	Start Date Of Leave	End Date Of Leave	No. of Days Leave Requested	No. of Hours of Leave Requested

Temporary Worker Signature: _____

Temporary Worker Name:
(BLOCK CAPITALS) _____

Manager at Client Site Signature: _____

Manager at Client Site Name:
(BLOCK CAPITALS) _____

Date: _____

You must submit this Holiday Request Form to the Payroll Department either in advance or in week immediately following that in which the authorised leave was taken. This must be received, latest, by Monday 4pm of the week in which you wish to receive payment. If this form is not authorised, the Payroll Department will deem the request invalid.

**Fax the completed form to the Payroll Department on
020 7429 4401 or email it to payrollqueries@pureinterim.com**

If your accrued holiday pay is not sufficient to cover all your leave requested, the additional balance requested will be deemed as unpaid leave.

Please complete a new Holiday Request Form for each holiday period.