

HOLIDAY BOOKING FORM

Terms

1. Purpose of this form: The purpose of this form is for you to notify us of any periods during which you intend to be unavailable for assignments because you will be taking annual leave.

2. Notice required: We request that you should give twice the notice of the period you wish to take as leave. E.g. For one week leave you must give two full weeks notice. For one days leave you must give two full days notice.

3. Procedure: It is *essential* that you have discussed any proposed leave with us. We will confirm any agreed leave in writing.

4. Holiday period: Our holiday period runs from January 1st to December 31st

Please complete the sections below and return this form via fax, post or email as soon as possible

Forename:

Surname:

I intend to be absent on paid annual leave over the period:

From (first day of your leave that you are absent from work)

To (last day of your leave that you are absent from work)

Example (For one days leave) 25/02/2012

25/02/2012

Worker's Signature

Date

Authorised Signature

Name (*Printed*)

Date