



Holiday Forms MUST be signed and agreed by you and a manager/supervisor of the client or the Pure Staff Consultant with consent of the Client. This form then MUST be received by Pure Staff giving at least 1 week's full notice. Any request received by Pure Staff without a minimum of 1 weeks' notice will be refused, Holiday pay will only be paid if sufficient holiday days have been accrued, Holiday pay can only be taken for actual day's holiday, i.e. you cannot take holiday and then work the same day engaged by Pure Staff.

*It is your own responsibility that this form is given to Pure Staff Ltd therefore it is advised that you contact Pure Staff to confirm it has been received!

Worker Full Name :
Worker D.O.B:
Worker Payroll Number:

I wish to apply for authorisation to take annual holiday on the following dates:

From To

Total number of working days booked above: Todays Date:

Worker Signature

In the absence of a worker signature the only exception is an email which has been received for the worker clearly requesting holiday in line with the policy from the same email address on the candidate's Pure Staff application form. This must be printed and accompany a holiday form which is countersigned by a consultant.

You MUST give at least 1 weeks' notice (7 days) for approval of your holiday

Pure Staff or Client use only

Client/Supervisor Name: Consultant Name
Client/Supervisor Signature : Consultant Signature:
Date:

HEAD OFFICE USE ONLY

Table with 3 columns: Question, Yes, No. Rows include: Date request received by Pure Staff Ltd, 7 Days' notice has been given & date of email checked by HO?, Number of Days that I have approved for Payment is, P45 to be requested?, Holiday Approved?, If the full holiday is not approved has the worker has been informed?

Payroll / Administrator Name:
Payroll / Administrator Signature:
Date: