

Holiday Request Form (Temps)

Please note the following before completing this form:

- Holiday leave requests must be received by Pure Staff with at least 7 full days' notice, otherwise the request will be refused.
- Holiday leave requests will only be approved if the client and Pure Staff agree, although we will never unreasonably refuse holiday leave.
- Holiday leave can only be taken for actual holiday, i.e. workers cannot take holiday and work on the same day.
- Holiday pay will only be paid if sufficient holiday days have been accrued.

To Be Completed By The Worker

Workers Full Name:		
Workers Date of Birth:		
Holiday Dates Requested:	From:	To:
Total Number of Days Requested:		
Workers Signature:		
Date:		

To Be Completed By The Client (If Required)

Company Name:	
Manager/Supervisor Name:	
Manager/Supervisor Signature:	
Date:	

It is your 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. Emailing the form will ensure traceability for your peace of mind.