

## NOTIFICATION OF ANNUAL LEAVE

Your Name

Current Assignment

Contact Number & Email

Your Signature

Your Consultant's Name

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

to

inclusive. A total of

working days.

Full or half day only

This holiday leave has been acknowledged by:

Manager's Name

Manager's Signature

Date

This form is for you to notify your consultant of any periods during which you intend to be absent from your current assignment because you will be taking annual leave.

You will not be permitted to take leave within the first 14 days from the start date of your Assignment. Thereafter you shall give us, as well as the Client, no less than 10 days written notice to us of any intention to take your accrued leave.

Please note that under the Working Time Regulations 1998 we may require you to take your annual leave or a part of your annual leave on a particular date or dates, and we may also require you not to take leave on a particular date or dates, provided that we give you notice of at least 5 days.

Holiday must be requested in days - half a day being the lowest fraction payable.

Your accrued holiday allocation is displayed on your weekly payslip. Please refer to this rather than contacting our Payroll Services department.

You will not be allowed to take more paid holiday than is accrued at any one time.

Please complete the sections above and return the form to your consultant. (Not Payroll Services department.) Once it has been agreed by your consultant and our Payroll Services department, you will be sent confirmation of your booking.