



Recruitment Services

October 2017

Holiday Request Form

Fax to Payroll Department on +44 (0)1580 212685 or Email to accounts@arxconsultancy.com, Providing as much Notice as possible

Contractor Name	
Job Title	
Reports To	
Client Name	
Client Address	

To ensure that you have Accrued Sufficient Paid Holiday, Contact our Payroll Department, before Completing and Submitting your Time Sheet. If you do not submit a Holiday Request Form or Mark 'Paid Holiday' clearly on your Time Sheet, we will assume you intend the Absence to be Unpaid

Dates From	Dates To	Total Days

To be Signed by Your Line Manager			
<i>I Authorise the Above Day(s) Absence as Annual Leave</i>			
Print Name		Sign	
Position		Date	