



HOLIDAY REQUEST FORM

Holiday pay is accrued with every hour you work and contributes to your holiday entitlement. For example, on average a temporary worker will accrue weekly up to 28 days over a 12month period. To confirm your entitlement, at any time, please contact a member of the temps team on 0121 705 0077.

Please complete and return this holiday request form for paid or unpaid leave, giving at least 5 working days' notice.

Name:		Company:
Day	Date	Daily Hours Required
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total Hours Requested		

Temporary Worker Signature	
Line Manager Signature	

2nd Floor, 141 High Street, Solihull, West Midlands, B91 3SR
Tel: 0121 705 0077 Fax: 0121 705 1107
Email: team@kateandco.com