

Holiday Request Form

Please complete the sections below and return this form via post or email to your appointed branch

Forename		Surname	
Assignment with:		Date of Birth:	

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

From	To	No. of Days

I have completed my assignment with Dutton Recruitment and wish to request my P45 (please tick)

Workers Signature	
Date	

Authorised Clients Signature	
Name (Printed)	
Date	

Holiday Booking Terms

1. **Purpose of this form:** The purpose of this form is for you to notify us of any periods during which you intend to be unavailable for assignments because you will be taking annual leave under the current Working Time Directive Paid Annual Leave Scheme.
2. **Notice required:** A minimum of 2 weeks' notice is given prior to taking any holidays.
3. **Procedure:** It is essential that you have discussed and authorised your proposed absence with your consultant ahead of this form being forwarded to Dutton Recruitment Ltd.
4. **Holiday Calculation:** standard holidays are accrued at a rate of 12.07 %.