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Holiday request form

You must complete this form prior to booking your holiday.

If you are currently assigned to a booking at the time of requesting your holiday entitlement, you should adhere to the client company policy guidelines for required notification periods for booking holiday. Please use separate forms for days which are not connected.

Your form must be signed by your line manager before submission.

Name Date form completed

I would like to take holiday betweenand inclusive.

This will be a total of.....days.

Signed.....

Authorisation

Manager name
Department.....
Tel.....
Date.....
Signed.....

If you are not assigned to a booking, you should contact your temps-online consultant for authorisation. These are the temps-online minimum holiday notification periods:

Holiday period

- One day
- Two consecutive days
- Three consecutive days
- Four consecutive days
- One week
- Two weeks

Notice period

- two working days
- four working days
- six working days
- eight working days
- two weeks
- four weeks