

Holiday Pay Request Form

Name: _____

Date/s of Holiday: _____

Please take this form as confirmation that I would like to request holiday pay.
I understand that I need my line manager's permission to take this time off.

Please pay the equivalent of _____ days holiday pay

Please pay the holiday pay on Friday _____

I understand that my holiday pay is subject to tax and National Insurance payments.

If this holiday pay is while also working, I understand that this is my choice and not the preference of Reflect Recruitment Group Ltd.

Signed: _____

Date: _____