HOLIDAY REQUEST FORM

HOLIDAY ENTITLEMENT

As a temp you are entitled to 28 days holiday- however this is accrued on an hourly basis and not an automatic allowance. On average, whilst working full time hours (35 hrs +) you will accrue around a half day holiday per full week worked/ 2 days per month. Your personal holiday year will begin from your start date and will expire one calendar year on from your start date. Any untaken holiday cannot be carried over to the next year and will be deemed lost.

HOW TO REQUEST

You should discuss with your manager and complete this form (this does need to be signed by you manager, they must have approved and be aware of your absence). You need to email the form to [payroll@theopragroup.com](mailto:payroll@theopragroup.com) and we will process in replacement of hours worked.

To request your holiday, you must give at least twice as much notice as the period of leave to take, e.g. 6 working days’ notice required for a 3 day holiday. Failure to give adequate notice may result in a delay in payment. Request your holiday in hours.

|  |  |
| --- | --- |
| Full name |  |
| Client |  |
| Hours you work per day |  |
| 1st Date of holiday  (DAY/MONTH/YEAR) |  |
| Return to work date  (DAY/MONTH/YEAR) |  |
| Date(s) you will be away from work |  |
| Number of paid hours you wish to request |  |

PLEASE NOTE: A separate holiday form is required for each period of holiday. Holiday requests must contain a minimum of 4 hours. If we do not receive a completed holiday form, holiday taken will not be paid.

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| --- | --- |
| Client Manager signature |  |
| Client Manager print name |  |
| Date |  |