

PAYE CANDIDATES HOLIDAY REQUEST FORM



Advantage Resourcing is required to monitor and authorise payment for leave in accordance with the current Working Time Regulations. It is essential that you follow the procedure below in order to receive payment for your leave entitlement.

1. For each period of paid leave a Leave Request Form must be completed. Please complete one form per week.
2. The authorised forms should then be sent to the Advantage Resourcing Payroll. Please either fax to 01256 365718 or email ittimesheets@advantageresourcing.com
3. A maximum of 13 hours maybe claimed for one day's holiday.
4. We can only pay you for hours that have been accrued.

Contractor's Name:	
Client:	
Client Site:	

Please enter the number of holiday hours you wish to be paid for each day(s) holiday.
If you are paid a Daily Rate, you just need to indicate which day(s) you wish to be paid holiday for.

Week Ending Date:

Monday	<input type="text"/>
Tuesday	<input type="text"/>
Wednesday	<input type="text"/>
Thursday	<input type="text"/>
Friday	<input type="text"/>

Total Holiday Pay Requested

CONTRACTOR TO SIGN & DATE TO REQUEST LEAVE:

Signature:

Date: