

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 by you and authorised by your Client Manager.
2. The authorised forms should then be faxed to the Advantage Resourcing Payroll Department in the normal way for payment.
3. The maximum of 13 hours maybe claimed for one days holiday.
4. We can only pay you for hours that have been accrued.

Contractor's Name:	<input type="text"/>
Client:	<input type="text"/>
Client Site:	<input type="text"/>

First day of leave:	<input type="text"/>	Last day of leave:	<input type="text"/>	Total work days of leave:	<input type="text"/>
				Total hours of leave required	<input type="text"/>

CONTRACTOR TO SIGN & DATE TO REQUEST LEAVE:

Signature:	<input type="text"/>
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Date:	<input type="text"/>
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CLIENT MANAGER TO SIGN, PRINT NAME & DATE HERE TO AUTHORISE LEAVE:

Signature:	<input type="text"/>
Date:	<input type="text"/>

Name:	<input type="text"/>
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Further copies of this form are available
from our website:
www.advantageresourcing.co.uk

Please fax to 01256 365718