



**HEADS**  
RECRUITMENT

SUPPLY CHAIN SPECIALIST



www.heads-uk.com

# HOLIDAY REQUEST FORM

- You must complete Sections 1-7
- Ask your Supervisor or Manager to complete Sections 8 & 9
- Make Sure you Send to the Correct HEADS branch

**IMPORTANT! TO AVOID ANY DELAY IN PAYMENT YOU MUST ENSURE THAT HEADS RECEIVE THIS HOLIDAY REQUEST AT LEAST 7 WORKING DAYS BEFORE YOU GO ON HOLIDAY. THE MORE NOTICE THE BETTER!**

<b>Name</b>	(1)	<b>(8) Authorised by Client</b> (Print name & sign)
<b>Employee Reference Number (MM or YY...)</b> (Shown on your payslip)	(2)	
<b>Company Name</b>	(3)	<b>(9) Authorisation date</b>
<b>Supervisor/Managers Name</b>	(4)	<b>Date received by HEADS-</b>
<b>Your Signature &amp; Date of Request</b>	(5)	<b>Authorised by HEADS-</b>
<b>Holiday Dates</b> (Please complete with date of first and last day of holiday)	(6) Do you want this holiday to be? (Please tick) Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> (7) FROM:- dd/mm/year TO:- dd/mm/year <b>NUMBER OF DAYS HOLIDAY:</b> _____ <b>RETURN TO WORK DATE:</b> _____	I wish to terminate my contract with HEADS Recruitment Ltd from Date _____

**Thinking about going on holiday? Follow these 3 simple steps to get your holiday pay!**

**STEP 1:** FILL OUT THIS FORM: **YOU MUST COMPLETE SECTIONS 1-7**

**STEP 2:** TAKE THE FORM TO YOUR SUPERVISOR OR MANAGER AND ASK THEM TO AUTHORISE YOUR HOLIDAY : **THEY MUST COMPLETE SECTIONS 8 & 9**

**STEP 3:** YOU MUST GET THIS FORM TO HEADS WHO PAY YOUR HOLIDAY PAY. YOU CAN DO THIS BY EITHER-

**NORTHWEST**

- **POSTING TO:** HOLIDAY REQUEST OFFICER, HEADS RECRUITMENT LIMITED, 442 FLIXTON ROAD, FLIXTON, MANCHESTER, M41 6EY
- **FAXING TO:** 0161 747 7940

**YORKSHIRE**

- **POSTING TO:** HOLIDAY REQUEST OFFICER, HEADS RECRUITMENT LIMITED, UNIT 3, EASTGATE, ELLAND, YORKSHIRE, HX5 9DQ
- **FAXING TO:** 01422 375 970

**FREQUENTLY ASKED QUESTIONS**

<b>Where can I get HOLIDAY PAY REQUEST FORMS from?</b>	The easiest way is to visit HEADS website and download a Holiday Request Form. Visit <a href="http://www.jobs.heads-uk.com/resources">www.jobs.heads-uk.com/resources</a>
<b>Can I telephone HEADS to organise my holiday pay?</b>	Sorry this isn't an option. You need to follow the above procedure to get your holiday pay.