



Holiday Request Form

This form is for Booking days of for staff working for Fox Resourcing Ltd.

You must complete the details below, including dates, reason for holiday and how many days are required etc. Once complete please speak to “ your manager “ to make sure your holidays have been noted and then pass this form to a Fox Resourcing Consultant ASAP. Your holiday pay will be added to your wages on the week you have requested the time off.

Please note we need advance notice for staff taking holidays. If you know well in advance you need time of please let all parties concerned know as soon as you can, so we can get cover arranged.

For 1 day or less – we require a minimum 3 days notice. For any further time of more than 3 days we require a week’s notice. Failure to comply with these rules may result in you holiday request not being granted.

Please fill in all the information below regarding time off. This form must be signed by YOUR MANAGER as confirmation your placement of work have been informed regarding your time off.

Name of Temporary Worker :

Company Placed @ :

Holiday date (s) Requested :
(Please state day as well as date)

How many days Notice :

How many days Required :

Date Returning to work :

Checked & Confirmed by? :

Date Signed :

Fox Consultant Informed :

Any further questions please feel free to contact any Fox Consultant on :

0871 231 2044
Many thanks