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TEMPORARY WORKER HOLIDAY LEAVE REQUEST FORM

HOLIDAY APPLICATION [to be completed by the Temporary Worker]

Temporary's Name: _____ Acme Branch working through: _____

I would like to apply for holiday leave as follows: [insert dates below]

From: _____ To: _____ (inclusive)

Total Working Days applied for: _____

Name of Client currently on assignment with: _____

Expected end date: _____

Have you notified the Client of your intention to take leave? [delete as applicable] Yes / No

Signature of Temporary: _____ Date: _____

Payment of all or part of holiday leave will be made subject to the Terms of Engagement (Contract for Services) between Acme Appointments and yourself and in accordance with the Working Time Regulations

REST OF FORM FOR ACME APPOINTMENTS PAYROLL DEPARTMENT INTERNAL USE ONLY

WORKING TIME REGULATIONS

You MUST check the entitlement that the Temporary Worker has accrued in the current Acme holiday year and how many hours/days have already been paid for the year

☐ Checked to payroll system by: _____

Subject to the check, pay relevant amount of accrued holiday pay against applied for above

☐ Payment made to Temporary with payroll for week ending [insert date]: _____

☐ Temporary's Adapt database record **updated** for holiday pay details by: _____