MC Personnel's Holiday Request Form

Name:……..……(mandatory)

Address:……

……

Payroll ID Number:…….....(mandatory)

We require a **minimum of 1 weeks notice** for holiday. You accrue approximately 2.33 days for each month worked with a maximum of 28 days per annum. MC Personnel's holiday year starts from the 1st January – 31st December. At the end of each year any holiday pay not taken will be lost.

From	To	Total Days

Payroll Options Use:

Holiday Fund Value £
Number of Days Taken:
Average Daily Rate £
Days Accrued based on above figures:

- Holidays requested will be paid at the average daily rate as stated above unless informed otherwise.
- No Holiday Days will be paid in excess of the total days accrued (up to a maximum of 28) or in excess of the holiday fund value.

We confirm receipt of your holiday request:

Applicant Name:_____ Date _____

Consultant Signature: _____ Date _____

Date of holiday requested: _____

Please Keep Safe for your Records