

MC Personnel's Holiday Request Form

Name:.....(mandatory)

Address:.....

Payroll ID Number:.....(mandatory)

We require a **minimum of 1 weeks notice** for holiday (minimum of 2 for Bank Holidays and 4 weeks over Christmas and New Year). You accrue approximately 2.33 days for each month worked with a maximum of 28 days per annum. The hours you receive will be calculated using an average of the hours worked in the 12 weeks prior to the holiday being paid for. MC Personnel's holiday year starts from the 1st April – 31st March. At the end of each year any holiday pay not taken will be lost.

From	To	Total Days

OFFICE USE ONLY

Week	Holiday Paid

- 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
FOR OFFICE USE ONLY

	Fund Value	Days Value
Holiday taken		
Holiday remaining		
Total		

Week	Hours @ Rate	Hours @ Rate
	Total	Total

Total hours / number of weeks / 5 days

Other calculations