



Holiday Request Form

Date:

Name:

Assignment Company:

I would like to request the following days leave from my assignment: -

From..... To.....

Number of days in total:

I will return to work on:

Signed by Candidate

.....

Signed by Line Manager

.....

***Please note, we require at least one weeks' notice for any holiday requested. If holiday forms are not received within this period, unfortunately holiday will not be paid. A holiday form must be sent for each period of time requested. This provides time for us to arrange a replacement for while you are away should your assignment company require.**

Once completed please return to your Temps Consultant by email or post:

Ipswich: laurie.smith@polkadotfrog.co.uk
01473 213136

Cambridge: sonia.jaczyk@polkadotfrog.co.uk
01954 213400