

**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:**

**emma@polkadotfrog.co.uk  
01473 213 136**