

holiday and holiday pay request form

Full name (please print clearly):	
Holiday week ending date (Sunday):	Branch:

Amount you are claiming from your 'holiday pot':

£

Log into our online portal with your username and password to view the amount accrued in your holiday pot.

Bucks and Berks needs to record the days you take off as holiday including half days, please enter the date(s) that you wish to take as holiday (enter 1/2 if taking half a day): Please note: you cannot claim for any day you are actually working, unless the claim is for half a day.

N.B. Holiday pay is paid one week in arrears.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monday (Date)	Tuesday (Date)	Wednesday (Date)	Thursday (Date)	Friday (Date)

Only if Saturday or Sunday is part of your normal working week:

<input type="text"/>	<input type="text"/>
Saturday (Date)	Sunday (Date)

Important – please read:

1. You must agree your holiday with your client contact before completing this form.
2. If you take a whole day as holiday you cannot work on that day as well.
3. You can take a half day holiday. If you do take a half day holiday, you cannot work full time on that day.
4. You can claim holiday pay for bank or public holidays as long as you have accrued holiday pay in your pot.
5. If you are taking more than a weeks holiday in one go, please complete an additional request form.
6. You can only claim holiday pay if there is money in your 'holiday pot'.
7. Only use this form when you actually wish to take all or part of your holiday pay.
8. Holiday pay year runs from April to March (Tax Week 1 to 52). Any remaining holiday pay not claimed by week 52 will be lost.
9. When your P45 is issued to you, any accrued holiday pay outstanding in your holiday pot will be paid to you.
10. Holiday pay is paid 1 week in arrears.
11. You can take unpaid leave but you will not accrue holiday pay on unpaid days.
12. You must sign and date this form otherwise payment will be delayed.
13. Full details of the Bucks and Berks Holiday Scheme rules are available at www.bucksandberks.co.uk/downloads.

I confirm that I will not be working (unless taking a half day holiday) on the dates indicated above on any Bucks and Berks temporary assignment.

Signed:

(Temps Signature)

Date: