**Temporary Operatives Holiday Request Form**

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| **Personal Information** | | | | | | | | | | | | | | | | | |
| Title: | |  | | | Name: |  | | | | | | | | | | | |
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| Address: | |  | | | | | | | | | | | | | | | |
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| NI: |  | | | | |  | | | Payroll No:  (found in IQX candidate payroll tab) | | | | |  | | | |
|  | | | | | |  | | |  | | | | | | | | |
| **Dates Requested for Leave:** | | | | | | | | | | | | | | | | | |
| Date From: | | | | | | Date To: | | | | | | | | | |  | |
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| Return to Work Date: | | | |  | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Please be aware you will need to give notice of any leave. The period required is double the time you require off; however there is a minimum notice period of one week.  Example:  You require 1 days leave; you must give 1 weeks’ notice  You require 1 week leave; you must give 2 weeks’ notice and so on | | | | | | | | | | | | | | | | | |
|  | Please tick box if your address has changed | | | | | | |  | | Please tick box if your bank details have changed | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Signature: | | |  | | | | | | | | | |  | | | | |
|  | | |  | | | | | | | | | | | | | | |
| Print Name: | | |  | | | | | | | | | |  | | | | |
|  | | |  | | | | | | | | | | | | | | |
| Date: | | |  | | | | | | | | | |  | | | | |
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| For office use only | | | | |  | |  | | | |  | | | |  | |  |
|  | | |  | |  | |  | | | |  | | | |  | |  |
| Consultant: | | |  | |  | | Office: | | | |  | | | | Date: | |  |
|  | | |  | |  | |  | | | |  | | | |  | |  |
| Approved by Branch Manager/Director | | | | | | |  | | | |  | | | | Yes/No | |  |
| Payroll informed of request | | | | | | |  | | | |  | | | | Yes/No | |  |