**Temporary Operatives Holiday Request Form**

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| **Personal Information** |
| Title: |       | Name: |       |
|  |  |  |
| Address: |       |
|  |
| NI: |       |  | Payroll No:(found in IQX candidate payroll tab) |       |
|  |  |  |
| **Dates Requested for Leave:** |
| Date From: | Date To: |  |
|       |       |
|  |
| 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’ noticeYou 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 |  |