

HOLIDAY PAY REQUEST FORM



Recruitment as it should be

Please speak with your Consultant regarding your holiday before you send the request to payroll.

I would like to take holiday week commencing

Please tick below the days that you will **NOT be working** but that you **would like to be paid holiday** for.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

A **full day** will be **paid at 7.5 hours** unless specified otherwise (**if you have enough accrued leave**). Payment is made **one week in arrears**.

Once complete, please email to payroll@theonegroup.co.uk

PRINT NAME

DATE