

Riverside Recruitment Temporary Workers Holiday Form

Name.....

Week No

Department

Payroll Number.....

Date of Holiday Request

Dates required: From To (Inclusive)

Date due to return to Riverside Recruitment

Temporary Worker Signature Date.....

Supervisors Signature Date.....

FOR OFFICIAL USE ONLY:

Leave with pay / Leave without pay (delete as applicable)

Hours Hourly rate £..... Total to pay £.....

Pay all accrued (tick for yes)

Holidays Agreed By (Name)



Riverside
recruitment