



Temporary worker holiday request form

- Check with your **LINE MANAGER** at work that they are happy for you to have the days off that you plan to book.
- Email our holiday department to check how many days of holiday you have accrued: holiday@prime-appointments.co.uk
- You will receive a "Holiday Acknowledgement" email with further details included.
- Prime Appointments' holiday year runs from 1st October to 30th September each year. You must use your accrued holiday before the end of September because we cannot carry it over to the next year.
- If you are filling out this form online, download it to your desktop and save it under a new file name. Then, email it as an attachment to holiday@prime-appointments.co.uk
- Or, you can print off this form and fill it out by hand. Then either drop it off or post it to: **Prime Appointments, Austin House, Newland Street, Witham, Essex CM8 2BA**

Please select which division you are currently temping for:

| Division | |
|-------------------------|--|
| Industrial | |
| Technical & Engineering | |
| Health & Social Care | |
| It & Digital | |
| Commercial & Office | |
| Accountancy & Finance | |

Please complete the form below and return to Prime Appointments

| | | |
|--|-------|-----|
| Your name | | |
| Company name (currently temping for) | | |
| Dates of holiday Confirm With Line Manager First | From: | To: |
| Total number of days | | |
| Standard DAYS worked per week | | |

Office use only

| Week | Days | Hours | Pay Rate | Pay |
|------|------|-------|----------|-----|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | |
|-----------|-------|
| Accounts: | Date: |
|-----------|-------|

Your local family owned recruitment agency

Prime Appointments Limited Company
No. 2704145 Group VAT No. 208 9333 03

Austin House,
Newland Street,
Witham,
Essex CM8 2BA

Witham: 01376 502999
Sudbury: 01787 880481
enquiries@prime-appointments.co.uk
www.prime-appointments.co.uk