



## 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](mailto:holiday@prime-appointments.co.uk)
- You will receive a "Holiday Acknowledgement" email with further details included.
- Prime Appointments' holiday year runs from 1<sup>st</sup> October to 30<sup>th</sup> 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](mailto: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	
Accountancy & Finance	
Commercial & Office	
Health & Social Care	
Industrial	
Technical & Engineering	

### Please complete the form below and return to Prime Appointments

Your name		
Company name (currently temping for)		
Dates of holiday <small>Confirm with Line Manager first</small>	From:	To:
Total number of days		
Standard DAYS worked per week		

### Office use only

Week	Days	Hours	Pay Rate	Pay

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