Excel staff Ltd, Crown House, North Circular Road, London NW10 7PN

HOLIDAY REQUEST FORM

Please complete this form for approval and then email it to timesheets@excelstaff.co.uk for signature/company stamp. Excel Staff Ltd will email you if your holiday pay has been rejected. Your holiday entitlement will be paid based on hours accrued.

Please fill below in **BLOCK CAPITAL**.

Employee Name: _____

Telephone Number: _____

Signature of Employee : _____

NI number: _____

Employer ID Number
(can be found on ID badge/ payslip) _____

I would like to request the following period to be paid as my holiday

Holiday Period:

Start – DD/MM/YYYY: _____

Finish – DD/MM/YYYY: _____

First day available for work: _____

Office Use only:

Authorised by: _____
Excel Staff Ltd (Print & Sign)

Date: _____

You send it by fax: 02033725149 or email to: timesheets@excelstaff.co.uk or by post it on the address mentioned above