



RECRUITMENT SERVICES

## HOLIDAY REFERENCE REQUEST

|                            |  |
|----------------------------|--|
| EMPLOYEE NAME              |  |
| PAYROLL NUMBER             |  |
| CONSULTANT                 |  |
| DATE HOLIDAY COMMENCES     |  |
| DATE HOLIDAY ENDS          |  |
| TOTAL NUMBER OF DAYS TAKEN |  |
| BALANCE OF ANNUAL LEAVE    |  |
|                            |  |

I understand that these dates will be agreed depending on the needs of the business and my department. I also understand that this holiday request form should reach my consultant at least one week before the holiday period starts.

Zoom annual holiday period runs from January 1<sup>st</sup> to December 31<sup>st</sup>

Temporary Worker Signature .....

Date .....

|                          |
|--------------------------|
| INTERNAL OFFICE USE ONLY |
|--------------------------|

Authorised by .....

Client Informed YES / NO

Position .....

Date .....