



holiday request form

Please give a minimum of one week's notice prior to the first working date you want to book off. Please ensure your contact for the employer has agreed to your holiday request.

All the details on this form should be completed and sent to holidays@aspirecambridge.co.uk

Candidate name:

Job title:

Company:

Job reference:

Today's date:

First working day:

Last working day:

Total number of days:

Candidate signature:

Date:

Client signature:

Position:

Please note:

Your holiday pay will be calculated on a pro-rata basis. It will be based on the number of days you are taking or if you have less days available, all days that have been accrued to date. Holiday will be paid at the rate of the temps average normal weekly pay, paid over the previous twelve weeks worked prior to its payment. Any holiday entitlement needs to be taken within your current working year. We suggest that you keep a copy of this form and send us the original.