



RAWDONS & CO LTD

Temp & Perm Staffing Services

Holiday Request Form

This form is for Booking days of for staff working for Rawdons & Co Ltd. You must complete the details below, including dates, and how many days are required etc. Once complete please speak to “your manager “to make sure your holidays have been noted and then pass this form to your Rawdons Branch or Consultant ASAP. Your holiday pay will be added to your wages on the week you have requested the time off. Please note we need advance notice for staff taking holidays. If you know well in advance you need time off please let all parties concerned know as soon as you can, so we can get cover arranged. For 1 day or less – we require a at least 3 days’ notice. For any further time of more than 3 days we require a week’s notice. Failure to comply with these rules may result in your holiday request not being granted. Please fill in all the information below regarding time off. This form must be handed into your Rawdons Branch so your placement of work can be informed regarding your time off.

Name of Temporary Worker:

Company working at:

Holiday date (s) Requested: (Please state day as well as date)

How many days’ Notice:

How many days required:

Date Returning to work:

Checked & Confirmed by? :

Date:

Signed:

Rawdons Consultant/Manager Informed:

Any further questions please feel free to contact Rawdons on :

01536 26 33 33