

# HOLIDAY PAY REQUEST

Candidate: Name:	Candidate No. (     )
Branch: Kent / Aberdeen / Glasgow  (Please delete as appropriate)	PLEASE PAY HOLIDAY WITH PAYROLL FOR WEEK ENDING :  <b>SUNDAY</b> _____ / ____ / _____ (Normally credited on the following Friday)
	Deadline for Holiday Request is the same as for timesheets.
<b>Dates of holiday days:</b>	Holiday entitlement is shown on your payslips, as a number of weeks. A week is considered to be 5 days, so for example 0.2 weeks means one average day's pay.  A day's pay is calculated from the average hours and average pay rate of your work for us over the previous 12 weeks.  Our holiday year ends in March and holiday cannot be carried forward. All holiday must be processed before the last pay week of March.
<b>Remember, it is important to take a break.</b>	

<i>For Office use only:</i>		<i>Current entitlement(weeks):</i>	
<i>Processed by:</i>		<i>Taken in this request(weeks):</i>	
<i>Timesheet:</i>		<i>Equivalent hours:</i>	
<i>Pay in week-ending date:</i>		<i>Equivalent pay:</i>	
		<i>Total to pay:</i>	

