



Consultant
Name: _____

Agency Worker's Holiday Notification Form And Request for Holiday Pay*.

Full Name: _____

Job title: _____

Client Name
(Company you are working for) _____

Line Managers Name: _____

Please indicate your holiday dates below and **ensure that you have notified both your line Manager and your Recruitment Consultant** so that we can ensure there is no disruption to our clients operations and to allow us to provide cover during your absence if required.

Holiday dates:

First day of holiday: _____

Last day of holiday: _____

Total number of days: _____

*Amount of Holiday pay required: £ _____ or, number of days worth: _____ days

*Please email or telephone our payroll department to confirm your entitlement (if any) to paid leave:- payroll@bamfordcs.co.uk / 01706 863705. During holiday periods such as Christmas, email is preferred as phone lines can be extremely busy.

Temporary Workers Signature: _____ Date: _____

Please return this form to your consultant at Bamford Contract Services by hand, email or fax (01706 860080)

If you have any questions or require assistance with our holiday notification procedure, please speak to your consultant. If we do not receive your notification form in time, your holiday may not be allowed

Please note clause 7.5 of your terms of engagement relating to annual leave below:-

7.5 If the Agency Worker wishes to take paid leave during the course of an Assignment s/he should notify the Employment Business of the dates of his/her intended absence giving notice of at least twice the length of the period of leave that s/he wishes to take. In certain circumstances the Employment Business may require the Agency Worker to take paid annual leave at specific times or notify the Agency Worker of periods when paid annual leave cannot be taken. Where the Agency Worker has given notice of a request to take paid annual leave in accordance with this clause, the Employment Business may give counter-notice to the Agency Worker to postpone or reduce the amount of leave that the Agency Worker wishes to take. In such circumstances the Employment Business will inform the Agency Worker in writing giving at least the same length of notice as the period of leave that it wishes to postpone or reduce it by.

Holiday Pay calculation method: - 1 week's holiday pay shall be calculated by taking an average of your weekly pay in the 12 weeks prior to the last complete week worked. No account shall be taken of a week in which no remuneration was payable and remuneration in earlier weeks (if worked) shall be brought in so as to bring up to twelve the number of weeks of which account is taken to calculate the average weekly pay rate.



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