

Your Contact at Probe \_\_\_\_\_



**Probe Recruitment Solutions**  
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# Holiday Request Form

Tel: +44 (0) 121 321 4311  
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<b>Name:</b>		<b>Date of Birth:</b>	
<b>NI Number:</b>		<b>Client:</b>	

<b>First Date of Holiday:</b>		<b>Last Date of Holiday:</b>	
<b>Holiday accrued:</b> <small>Shown on your latest pay slip</small>	£	<b>No. Days to be Taken</b>	

<b>Signed:</b>		<b>Date:</b>	
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Please process payment for the stated holiday duration, provided that adequate holiday has been accrued.

## Client Approval

	<b>Holiday Request</b>	<b>Agreed / Declined</b>
<b>Reason (if Declined)</b>		

<b>Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date:</b>	

## PLEASE NOTE:

1. Always obtain holiday approval before making commitments, as neither the Client nor Probe will be held responsible if holidays are declined, as per the agreed contract.
2. You can not take more holiday than you have accrued on a 1/12 per month basis and this is shown in a monetary form on your payslip, as Accrued Holiday.
3. Notice for holidays must be twice as much as the holiday being requested. Any less notice may result in the holiday request being declined.
4. Holiday pay is paid the week after the requested dates, based on a Monday to Sunday working week.

## **For Probe's Use Only:**

<b>Standard Rate</b>	£	<b>Std Hrs / Day</b>		<b>Total Amount</b>	£
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<b>Confirm with Client &amp; Candidate. Approved By:</b>		<b>Date:</b>	
<b>Payroll Processed By:</b>		<b>Date:</b>	