



### HOLIDAY REQUEST FORM S044

Please fully complete and return your Holiday Request Form in advance of taking holiday.

All holiday requests must be received giving at least twice as long notice as the holiday you want to take. For example, if you want to take three days' leave, you must give us notice of this at least six days before your holiday is due to start.

<b>Your Name:</b>	
<b>Company Assigned To:</b>	
<b>When did you start working for Rekrut?</b>	
<b>On average, how many hours a week do you work</b>	
<b>On average, how many hours a day do you work?</b>	
<b>What are your required holiday dates?</b>	<b>From</b> _____ <b>To</b> _____
<b>Total Number of holiday days</b>	
<b>Today's Date</b>	
<b>Managers Authorisation</b>	

Please forward completed form to:

Rekrut Ltd,  
1, Andromeda House , Calleva Park, Aldermaston, Reading, Berkshire, RG7 8AP  
Tel: 0800 012 6064

For office use only:	
<b>Approved by:</b>	Name: _____
	Signed: _____
	Payment made: _____
	Earned Holiday: _____
	Hours Paid : _____