













Equation Recruitment Temporary Holiday Request Form



3C=E

The Right Recruitment Formula

**Specialists in recruiting for the
Commercial and Industrial
Sectors**

-  Administration
-  Accountancy
-  Secretarial
-  Sales & Marketing
-  Warehouse
-  Fork Lift
-  Picking/Packing
-  Data Entry
-  Management
-  IT & Communications
-  Customer Service
-  Executive selection

Name of Temporary Worker:

Current Place of Work:

Holiday Dates From:

To:

Total number of hours/days you wish to claim:

- **Please note that you will only be able to claim for holiday pay providing you have provided Equation Recruitment with a minimum of one weeks notice and have worked a minimum of 4 full weeks and is subject to your terms of engagement.**
- **We will not back date holiday pay and our year runs April to April**
- **We will not issue holiday pay if we were not informed of your absence**
- **Sick leave will not be paid from your holiday entitlement**
- **Please get your line manager to authorise before submitting to us**

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www.equationrecruitment.com

Temp Signature:

Client Authorisation:

Agency Authorisation:

Date:

