



HOLIDAY REQUEST FORM

- You must complete Sections 1-7
- Ask your Supervisor or Manager to complete Sections 8 & 9
- Make Sure you Send to the Correct HEADS branch

IMPORTANT! To avoid any delay in payment you must ensure that HEADS receive this holiday request at least 7 working days BEFORE you go on holiday. The more notice the better!

Name	(1)			(8) Authorised by Client <i>(Print name & sign)</i>
Employee Reference Number (MM or YY...) <i>(Shown on your payslip)</i>	(2)			
Company Name	(3)			(9) Authorisation date
Supervisor/Managers Name	(4)			Date received by HEADS-
Your Signature & Date of Request	(5)	(7) Do you want this holiday to be? (Please tick) Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>		Authorised by HEADS-
Holiday Dates <i>(Please complete with date of first and last day of holiday)</i>	(6) FROM:- _____ TO:- _____ <i>dd/mm/year</i> <i>dd/mm/year</i> NUMBER OF DAYS HOLIDAY: _____ RETURN TO WORK DATE: _____			I wish to terminate my contract with Heads Recruitment Ltd from Date _____

Thinking about going on holiday? Follow these 3 simple steps to get your holiday pay!

STEP 1:	FILL OUT THIS FORM: YOU MUST COMPLETE SECTIONS 1-7				
STEP 2:	TAKE THE FORM TO YOUR SUPERVISOR OR MANAGER AND ASK THEM TO AUTHORISE YOUR HOLIDAY THEY MUST COMPLETE SECTIONS 8 & 9				
STEP 3:	YOU MUST GET THIS FORM TO HEADS WHO PAY YOUR HOLIDAY PAY. YOU CAN DO THIS BY EITHER-				
	<table border="0"> <tr> <td style="text-align: center;">NORTHWEST</td> <td style="text-align: center;">YORKSHIRE</td> </tr> <tr> <td> <ul style="list-style-type: none"> • POSTING TO: HOLIDAY REQUEST OFFICER, HEADS RECRUITMENT LIMITED, 442 FLIXTON ROAD, FLIXTON, MANCHESTER, M41 6EY • FAXING TO: 0161 747 7940 </td> <td> <ul style="list-style-type: none"> • POSTING TO: HOLIDAY REQUEST OFFICER, HEADS RECRUITMENT LIMITED, UNIT 3, EASTGATE, ELLAND, YORKSHIRE, HX5 9DQ • FAXING TO: 01422 375 970 </td> </tr> </table>	NORTHWEST	YORKSHIRE	<ul style="list-style-type: none"> • POSTING TO: HOLIDAY REQUEST OFFICER, HEADS RECRUITMENT LIMITED, 442 FLIXTON ROAD, FLIXTON, MANCHESTER, M41 6EY • FAXING TO: 0161 747 7940 	<ul style="list-style-type: none"> • POSTING TO: HOLIDAY REQUEST OFFICER, HEADS RECRUITMENT LIMITED, UNIT 3, EASTGATE, ELLAND, YORKSHIRE, HX5 9DQ • FAXING TO: 01422 375 970
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FREQUENTLY ASKED QUESTIONS

Where can I get HOLIDAY PAY REQUEST FORMS from?	The easiest way is to visit HEADS website and download a Holiday Request Form. Visit www.heads-uk.com > Downloads
Can I telephone HEADS to organise my holiday pay?	Sorry this isn't an option. You need to follow the above procedure to get your holiday pay.