



HEADS HOLIDAY REQUEST FORM

RECRUITMENT



- 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 (Print name & sign)
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)	Authorised by HEADS-
(6) Do you want this holiday to be? (Please tick) Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>		
Holiday Dates (Please complete with date of first and last day of holiday)	(7) FROM:- _____ TO:- _____ <i>dd/mm/year 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. THE QUICKEST WAY TO DO THIS IS TO EMAIL (A Clear Picture Of An Authorised Form Forwarded By A Mobile Device Will Be Acceptable)**
- **EMAIL TO:** holiday@heads-uk.com
 - **FAXING TO:** 0161 746 7896
 - **POSTING TO:** HOLIDAY REQUEST OFFICER, HEADS RECRUITMENT LIMITED, 442 FLIXTON ROAD, FLIXTON, MANCHESTER, M41 6EY

FREQUENTLY ASKED QUESTIONS

Where can I get HOLIDAY REQUEST FORMS from?	The easiest way is to visit HEADS website and download a Holiday Request Form. Visit www.jobs.heads-uk.com/resources
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.
Do I still need to fill in a HOLIDAY REQUEST FORM if my assignment has ended?	Yes, we still need to follow the above procedure so that there are no instances of HOLIDAY REQUEST being missed. The SIGNED FORM provides evidence of your request