



TEMP/CONTRACTOR REQUEST FOR PAID LEAVE

Full Name: _____

ID number (see payslip): _____

I would like to take the following paid leave, subject to qualifying criteria:
Please enter the date under the days you wish to take as a holiday.

Week Commencing	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total
							Total number of days	

First date of absence _____ / _____ / _____

Return to work date: _____ / _____ / _____

This holiday includes _____ days paid and/or _____ days unpaid.

Temp Signature: _____ Date: _____

Please send to Brampton Recruitment Ltd, via Post, Fax or E-mail (details below)

Brampton Recruitment Ltd
Brampton House, 10 Queen Street, Newcastle-under-Lyme, ST5 1ED
Tel: 01782 667591 Fax: 01782 667592 E-mail: admin@bramptonrecruitment.co.uk