

# WORKFORCE HOLIDAY REQUEST

- Your annual leave year commences from the first day of your first assignment until the same day in the following year—e.g. 21st Feb 2006—20th Feb 2007
- Holiday pay is paid on a pro-rata basis. You will be paid either the amount due for the number of days requested or, if you do not have adequate funds, the amount you have accumulated up to the date of your request
- Before you book a holiday you must check your entitlement to ensure you have the funds to cover the period you have requested
- You must take the days off that you have requested before we can pay you
- Annual leave will be paid in accordance with your pay period—i.e. Week in arrears
- You must give at least double the leave time as notice—e.g. 5 days holiday requires 10 days notice
- Average hours & average gross pay will be calculated from the previous 12 week period

NAME \_\_\_\_\_ NO \_\_\_\_\_

ADDRESS \_\_\_\_\_

START DATE	END DATE	NO OF DAYS

SIGNED \_\_\_\_\_ DATE / /

AUTHORISED \_\_\_\_\_ DATE / /

To ensure you are paid on time, please forward this request to the branch you registered with prior to your absence.

<b>Office Use Only</b>		Renewal Date	/	/
Balance =	=	x	=	
Hols o/s =	(Day rate)	(Days)	(Total)	

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