

Temps Name:	Temp No:	
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I would like to book the following days as holiday:

1st day of holiday:.....

Last day of holiday:.....

Total number of days:.....

Note: Please ensure that you have read & understood the notes below before you sign this request.

Temps signature:.....

Date:.....

Authorised by Manager:

Notes On Holiday Policy for Temporary and Contract Staff:

- 1) Ortolan Group Plc's holiday year is 1st January to 31st December.
- 2) Holidays must be taken before the 31st December and cannot be carried over into the next year.
- 3) Once you have booked a holiday and signed this form, you cannot change the dates or cancel the holiday, the days you have booked must be taken.
- 4) You must give at least two weeks minimum notice.

NB: The Minimum Notice Period is to enable our payroll department to action your holiday pay.

- 5) The company is entitled to specify the dates which must be taken as holiday eg: Bank & Public holidays
- 6) Holiday will also have to be agreed with the client company.
- 7) No payment in lieu of holidays will be made except at the termination of a contract.

All the above are in accordance with the Government's guidelines (Working Time Regulations 1998).