

YOUR HOLIDAY REQUEST FORM

Via Internet

Construction
Electrical
Engineering
Architectural
Technical
Commercial
Call Centre
Financial
Marketing
Industrial

Your name in full

Your address

Your Payroll Reference
(off payslip)

LINSCO
recruitment

You are requesting to take holiday time, please print this form, complete and return it immediately to Linsco, for the attention of our payroll department.
If we do not receive your signed copy, then we will not pay out monies due.

Linsco Ltd
Price House
37 Stoney Street
Nottingham
NG1 1LS
ENGLAND
Tel : 0115 910 6666
Fax : 0115 910 6660

Please enter here the time you wish to be away from work

From (1st day absent) [e.g. Mon 10th June 04]	To (last day absent)	No of working days taken	How many days do you normally work In a week?

www.linsco.com

Area Office
2 Sheriff's Orchard
Coventry
CV1 3PP
Tel: 02476 493400
Fax: 02476 493401

IMPORTANT NOTES

To avoid any disappointment you must give us at least twice your total days taken as written notice before you take your holiday. [e.g. 3 days holiday = 6 days written notice] Linsco reserve the right to refuse holiday dates if inconvenient, and will acknowledge any changes in writing.

Your holiday pay will be paid out in the week after you take your time off. There is no exception to this rule.

Declaration : I , acknowledge that I have requested holiday to
be taken as above, and I have read and understood the notes below

SIGNED _____

DATE _____

OFFICE USE ONLY

Pd w/e	Pd	Pd Days	Authorised