

Workforce Resourcing - Calculation for Accrued Holiday Request Form

Please complete all five white boxes below with (*), failure to do so will automatically void your request form. This form is only for PAYE paid workers, workers paid via Umbrella or CIS please make your holiday request to Faba Umbrella Services > 02381 550 112 / [operations@fabumbrellaservices.co.uk](mailto:operations@fab umbrellaservices.co.uk). Workers paid through a Limited Company are not entitled to paid holidays.

WORKER LEGAL FULL NAME <small>(Code C)</small>	(*)
NI NUMBER	(*)
EMPLOYEE NUMBER <small>(on payslip, top left). FIND PAYSIPS VIA THE LINK BELOW (PAYE). https://workforceresourcing.sage.hr/signin</small>	(*)
SIGNATURE	(*)
DATE	(*)

Comments / Questions / Requests

Example: How much have I accrued so far?

Please send a clear photo of this form to holidayforms@workforceresourcing.co.uk
(NO OTHER METHOD WILL BE ACCEPTED)

We aim to provide a response within 14 days of your request but in some cases this can be longer.

PLEASE NOTE: this form is only requesting a calculation and does not mean you have requested to be paid this holiday or have time off. To reuquest time off or/& a paid holiday please complete a **Workforce Resourcing - Holiday Request Form**

You can find a **Workforce Resourcing - Holiday Request Form** on the employees part of our website (**Link Below**)
www.workforceresourcing.co.uk/employees

Should you require further explanation, please email contact@workforceresourcing.co.uk **(NO OTHER METHOD WILL BE ACCEPTED)**