

Workforce Resourcing - Holiday Request Form

Please complete all seven white boxes below with (*), failure to do so will automatically void your request form.

WORKER FULL LEGAL NAME <small>(Code C)</small>	(*)	
NI NUMBER	(*)	
EMPLOYEE NUMBER <small>(on payslip, top left). FIND PAYSLEIPS VIA THE LINK BELOW (PAYE). https://workforceresourcing.sage.hr/signin</small>	(*)	
START DATE <small>(First day of your Time Off). If this is not relevant to your request, please put N/A.</small>	(*)	
END DATE <small>(Last day of your Time Off). If this is not relevant to your request, please put N/A.</small>	(*)	
PAID REQUEST <small>This box only applies to PAYE paid workers. Umbrella & CIS paid workers please make your holiday request to Faba Umbrella Services > 02381 550 112 / operations@fabambrellaservices.co.uk. Workers paid through a Limited Company are not entitled to paid holidays.</small>	YES <small>Please circle either Yes or No. If neither is selected, the default request will be No.</small>	NO <small>Please circle either Yes or No. If neither is selected, the default request will be No.</small>
SIGNATURE	(*)	
DATE	(*)	

Comments / Questions / Requests

Example: Please pay all unpaid accrued holiday.

Please send a clear photo of this form to holidayforms@workforceresourcing.co.uk

(NO OTHER METHOD WILL BE ACCEPTED)

PLEASE NOTE: that without an email response back from holidayforms@workforceresourcing.co.uk confirming the approval of your holiday request, then the request will not be approved. Holiday requests will also be automatically declined (without a response) if the request is less than 14 days before the date or dates you are requesting.

Putting this request in 14 plus days before the requested time off does not mean the time off has or will be approved.

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