

## Holiday Request Form

---

You **must** give us notice (at least twice the length of the holiday requested) if you want to take any paid holiday.

Use this form to notify us in advance.

Our holiday year runs from 1<sup>st</sup> October to 30<sup>th</sup> September. Please leave all holiday taken as blank on your electronic timesheets.

**Please contact the TFPL Finance Department at [tfplfinance@tfpl.com](mailto:tfplfinance@tfpl.com) if you have any queries regarding your holiday entitlement.**

Name:
Start Date: To:  inclusive
Total no. of days to be taken:          days/hours requested
Temporary workers Signature: Date:
Client Authorised Signature: Date:
Please print authoriser's name:

**Please print and return the form via email to [temps@tfpl.com](mailto:temps@tfpl.com) and [William.wright@idoxgroup.com](mailto:William.wright@idoxgroup.com)**