

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

<p><b>Name:</b> _____</p> <p><b>Start date:</b> _____ <b>To:</b> _____ inclusive</p> <p><b>Total number of days to be taken:</b> _____ days/hours requested</p> <p><b>Temporary workers signature:</b> _____ <b>Date:</b> _____</p> <p><b>Client authorised signature:</b> _____ <b>Date:</b> _____</p> <p><b>Please print authorisers name:</b> _____</p>
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### Please print and return this form by fax or post:

By Fax: +44 (0)141 248 8277 or

By Post: **Accounts, TFPL, Tontine House, 8 Gordon Street, Glasgow G1 3PL**