

TEMPORARY WORKER HOLIDAY REQUEST FORM

This form should be used to request holiday whether paid or unpaid. All holidays must be approved by your SM Recruitment Consultant giving a minimum of 2 weeks' notice prior to taking the leave.

Holiday Request will be held in the office; you may keep a copy yourself if you wish.

Temporary Worker's Name:	
Date Requested:	
Site:	

First Day of Holiday		Last Day of Holiday		Total No of Days
Day	Date	Day	Date	

For half days please state AM or PM

Return To Work Date	
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Signed by temporary worker:

Date: _____

Signed by SM Consultant:

Date: _____