

# MAY & STEPHENS

Recruitment Group

## HOLIDAY PAY REQUEST FORM

Please email your completed Holiday Pay Request Form to: **payroll@maystephens.co.uk**

- Any holiday pay queries please contact Maryna Stepaniuk on 020 7488 9922
- If you wish to fax your timesheet, please ring May & Stephens to confirm receipt

Name of Temporary	
Current Assignment/Name of Company	
Week Ending date	
Dates of Days Requested	
Have you gained authorisation from the client (Yes or No)	
Has the client indicated to you that they will need a replacement to cover your holiday (Yes or No)	

**NB** - Your actual entitlement accrues in proportion to the number of weeks or part weeks you work in assignments arranged by May & Stephens in the holiday year. Payment will be paid up to a maximum of the accrual at the time of taking your holiday. A leave year runs from 1st April each year, to 31st March the following year.

Signed by: \_\_\_\_\_  
Temporary Worker

<b>Office Use Only</b>	
Total Days	
AWR	
Total	
Date Paid	
Signed by:	