



Delivering Solutions for Companies on the Move

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Sitrock Ltd

Temporary Staff Worker – Holiday Request Form.

Please note Sitrock Ltd’s Holiday year runs from October 1st to September 30th. All holiday must be taken within this time as it can’t be rolled over. Annual Leave is only paid for time taken off.

Please note that we require a reasonable amount of notice for paid annual leave. Please inform us and your departmental line manager as soon as you are aware that you require or will be taking time off.

NAME:.....

HOLIDAY DATES: FROM..... **TO**

Number of Days:

Please note Holiday Pay is paid in **arrears**. (i.e. – week after holiday is taken.)

FAX TO 01795 872 990 BY NOON MONDAY

Your Signature: