



Delivering Solutions for Companies on the Move

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Sitrock Ltd

Temporary Staff Worker – Holiday Request Form.

Sitrock Ltd.'s Holiday year runs from January 1st to December 31st each year. All holidays must be taken within this time as they can't be rolled over. Annual Leave is only paid for time taken off.

Please note that we require reasonable notice of paid annual leave. Please inform us and your departmental line manager when you need or will take time off.

NAME.....

HOLIDAY DATES: FROM..... TO

Number of Days:

Please note that holiday pay is paid in **arrears**. (i.e., the week after the holiday is taken.)

Scan to hr@sitrock.co.uk: BY NOON MONDAY

Your Signature: