



## Temporary worker holiday request form

- Check with your **LINE MANAGER** at work that they are happy for you to have the days off that you plan to book.
- Email our holiday department to check how many days of holiday you have accrued: [holiday@prime-appointments.co.uk](mailto:holiday@prime-appointments.co.uk)
- You will receive a "Holiday Acknowledgement" email with further details included.
- Prime Appointments' holiday year runs from 1st October to 30th September each year. You must use your accrued holiday before the end of September because we cannot carry it over to the next year.
- If you are filling out this form online, download it to your desktop and save it under a new file name. Then, email it as an attachment to [holiday@prime-appointments.co.uk](mailto:holiday@prime-appointments.co.uk)
- Or, you can print off this form and fill it out by hand. Then either drop it off or post it to: **Prime Appointments, Austin House, Newland Street, Witham, Essex CM8 2BA**

### Please select which division you are currently temping for:

Division	
Industrial	
Technical & Engineering	
Health & Social Care	
It & Digital	
Commercial & Office	
Accountancy & Finance	

### Please complete the form below and return to Prime Appointments

Your name		
Company name (currently temping for)		
Dates of holiday <b>Confirm With Line Manager First</b>	From:	To:
Total number of days		
Standard DAYS worked per week		

### Office use only

Week	Days	Hours	Pay Rate	Pay

Accounts:	Date:
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Your local family owned recruitment agency

Prime Appointments Limited Company  
No. 2704145 Group VAT No. 208 9333 03

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