Leave request form

Our leave year runs from 6th April to 5th April in any given year. Your leave entitlement is worked out as an average of your gross basic pay calculated over the previous 12-week period multiplied by the average number of basic hours worked per week over the same period. All Bank Holidays must be requested in advance.

Leave *not* taken during the leave year as stated above will not be carried over into a new leave year and lost.

Leave dates

I …………………………………………………... kindly request leave from:

Start date: _ _ / _ _ / _ _ _ _

Finish date: _ _ / _ _ / _ _ _ _

Total number of days requested: _ _

I will be available to work from: _ _ / _ _ / _ _ _ _

I understand that I will only be allowed to take paid leave up to my total accrued, any other leave will be unpaid.

I confirm that I have had these dates authorised by both my site manager where I am currently working, and a Solutions Recruitment Limited representative.

Signed: ……………………………………………

Date: …………………………………………...