



# HOLIDAY REQUEST FORM

**TO AVOID ANY DELAY IN PAYMENT YOU MUST ENSURE THAT PROMAN RECEIVE THIS HOLIDAY REQUEST AT LEAST 7 WORKING DAYS BEFORE YOU GO ON HOLIDAY.**

<b>Name</b>	(1)	<b>(8) Authorised by Client</b> <i>(Print name &amp; sign)</i>
<b>Employee Reference Number (MM or YY...)</b> <i>(Shown on your payslip)</i>	(2)	
<b>Company Name</b>	(3)	<b>(9) Authorisation date</b>
<b>Supervisor/Managers Name</b>	(4)	<b>Date received by PROMAN -</b>
<b>Your Signature &amp; Date of Request</b>	(5)	<b>Authorised by PROMAN -</b>
<b>Holiday Dates</b> <i>(Please complete with date of first and last day of holiday)</i>	(6) Do you want this holiday to be? <i>(Please tick)</i> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>	I wish to terminate my contract with PROMAN. My last date of work is:  Date _____
<b>FROM:-</b> _____ <i>dd/mm/year</i> <b>TO:-</b> _____ <i>dd/mm/year</i> <b>NUMBER OF DAYS HOLIDAY:</b> _____ <b>RETURN TO WORK DATE:</b> _____		

**Thinking about going on holiday? Follow these 3 simple steps to get your holiday pay!**

- STEP 1:** FILL OUT THIS FORM: **YOU MUST COMPLETE SECTIONS 1-7**
- STEP 2:** TAKE THE FORM TO YOUR SUPERVISOR OR MANAGER AND ASK THEM TO AUTHORISE YOUR HOLIDAY : **THEY MUST COMPLETE SECTIONS 8 & 9**
- STEP 3:** **YOU MUST GET THIS FORM TO PROMAN WHO PAY YOUR HOLIDAY PAY.**  
THE QUICKEST WAY TO DO THIS IS TO EMAIL COMPLETED DOCUMENT OR PHOTO
- **EMAIL TO:** [HOLIDAY@PROMAN-UK.COM](mailto:HOLIDAY@PROMAN-UK.COM)
  - **POSTING TO:** YOUR PROMAN BRANCH, ADDRESS AVAILABLE AT [WWW.PROMAN-UK.COM/LOCATIONS](http://WWW.PROMAN-UK.COM/LOCATIONS)

**FREQUENTLY ASKED QUESTIONS**

<b>Where can I get HOLIDAY REQUEST FORMS from?</b>	The easiest way is to visit PROMAN website and download a Holiday Request Form. Visit <a href="http://WWW.PROMAN-UK.COM/RESOURCES">WWW.PROMAN-UK.COM/RESOURCES</a>
<b>Can I telephone PROMAN to organise my holiday pay?</b>	Sorry this isn't an option. You need to follow the above procedure to get your holiday pay.
<b>Do I still need to fill in a HOLIDAY REQUEST FORM if my assignment has ended?</b>	Yes, we still need to follow the above procedure so that there are no instances of HOLIDAY REQUEST being missed. The SIGNED FORM provides evidence of your request