

HOLIDAY FORM



gotpeople Ltd – Branch: _____

This form must be signed by a manager from gotpeople Ltd, failure to do so can result in non-payment of holiday pay. You must complete and sign this form, giving notice of at least twice as long as the amount of holiday you wish to take (for example, you should give two weeks' notice for one week's holiday).

Name: _____ **Date:** _____

Address: _____

Telephone/Contact Number: _____

Payroll Number (found on top of payslip): _____

NI Number: _____ **Date of Birth:** _____

Where are you working presently and on what shift? _____

Time Off Requested:

	Day	Month	Year
From			
To			

Number of Days Request: _____

Signed: _____

Please refer to your agency workers handbook for details of how holiday is accrued along with all other holiday information. You can contact your branch or payroll department who can advise you of your accrued holiday rights on request.

Authorised by: _____

Printed: _____



P45 REQUEST FORM

Please complete and either hand this form in to the branch or email gotpeople@gotpeople.co.uk should you wish to leave Gotpeople Ltd and have your P45 issued.

Name: _____

Date: _____ **Payroll Number:** _____

Leaving date of employment: _____

If you are require your P45 posted to a different address to your payslip, please provide with the new address:

Signed by the worker: _____