



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.

Name	(1)	(8) Authorised by Client <i>(Print name & sign)</i>
Employee Reference Number (MM or YY...) <i>(Shown on your payslip)</i>	(2)	
Company Name	(3)	(9) Authorisation date
Supervisor/Managers Name	(4)	Date received by PROMAN -
Your Signature & Date of Request	(5)	Authorised by PROMAN -
Holiday Dates <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 _____
FROM:- _____ <i>dd/mm/year</i> TO:- _____ <i>dd/mm/year</i> NUMBER OF DAYS HOLIDAY: _____ NUMBER OF HOURS HOLIDAY TO BE PAID: _____ RETURN TO WORK DATE: _____		

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:** YOUR ACCOUNT MANAGER (OR THE PERSON WHO SENT YOUR LATEST ASSIGNMENT LETTER)
 - POSTING TO:** YOUR PROMAN BRANCH, ADDRESS AVAILABLE AT WWW.PROMAN-UK.COM/LOCATIONS

FREQUENTLY ASKED QUESTIONS

Where can I get HOLIDAY REQUEST FORMS from?	The easiest way is to visit PROMAN website and download a Holiday Request Form. Visit WWW.PROMAN-UK.COM/RESOURCES
Can I telephone PROMAN to organise my holiday pay?	Sorry this isn't an option. You need to follow the above procedure to get your holiday pay.
Do I still need to fill in a HOLIDAY REQUEST FORM if my assignment has ended?	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