**Holiday Form**

Please fill in all the relevant information. You must also make your employer aware of any holidays you are requesting.

Key Points:

* You’re entitled to 5.6 weeks holiday per year based on your average weekly hours.
* Holidays renew the 1st of April every year and Can NOT be carried over to the following years entitlement.
* Holidays need to be agreed in advance and are accumulated through the year. Example: If you request to take 3 weeks off within the first month, this will be rejected as you have not accumulated 3 weeks holiday entitlement.

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| **Holiday request** | | | | |
| PA Name (taking Holidays) | Date Holidays Start (starting from 1st day of leave) | Date Holidays finish (Finishing the last Holiday day taken) | Total Hours holiday being requested | PA Covering the hours. |
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**Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sig:………………………………………………**

**Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sig:………………………………………………**

Please send completed Holiday Forms to [Admin@Directpaymentsolutions.co.uk](mailto:Admin@Directpaymentsolutions.co.uk)

You can get additional forms from our website: [www.Directpaymentsolutions.co.uk/forms](http://www.Directpaymentsolutions.co.uk/forms)

Please be aware it is important that we have plenty of notice for your holidays so that we can register this and find adequate support if required.