



## HOLIDAY REQUEST FORM

Temporary Division

Please print out this form and complete and return by post or fax to:  
Mango Personnel Ltd, 57 High Street, Exeter EX4 3DJ  
Telephone: 01392 201140 Fax: 01392 201141

Name of Candidate: \_\_\_\_\_

I would like to request paid holiday:

From \_\_\_\_\_ To \_\_\_\_\_

Total Number of days taken \_\_\_\_\_

Date of request \_\_\_\_\_

Signed \_\_\_\_\_

Authorised by client (if applicable) \_\_\_\_\_

### Office Use Only

Number of weeks worked as above date \_\_\_\_\_

Days taken as of above date \_\_\_\_\_

Days left \_\_\_\_\_

### Terms and Conditions

1. After you have worked continually for 5 weeks with Mango Personnel you will become eligible for holiday pay.
2. You will earn entitlement at the approximate rate of 1.66 days per calendar month which is equivalent to 20 days (4 weeks) in any one year.
3. Authorisation from the client must be gained prior to booking any holiday.
4. Candidates are required to give Mango Personnel double the amount of time off in notice.
- 5. Bank Holidays - you must inform Mango Personnel whether you would like to take the bank holiday off as part of your holiday or leave it as unpaid.**
6. Sick leave is up to the candidate whether they would like to use from their holiday entitlement.