

Holiday Pay Request

Candidate Name:	
Week Ending:	\ \
Client Name:	

	Number of Days
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Days Total	

I can confirm the named candidate has requested leave for the dates shown above.

<p>* TO BE COMPLETED BY THE CLIENT</p> <p>I hereby certify that I have checked this holiday request and confirm this is acceptable.</p>	
	Clients Signature
	Print Name
	Position

Once Holiday Pay is authorised, please ensure this is delivered to RK Accountancy by 4.00pm every Friday

Post: RK Accountancy Holiday Pay, 65 Princess Street, Manchester M2 4EG
Fax: 0845 094 7968 or **Email:** rkpayroll@quantica.co.uk

For all queries, please call the Payroll Team on: 0161 233 5897

