

HOLIDAY FORM

Contractor Name:	Employee Number:																											
Client Company & Address:	Week Commencing:																											
Client Contact:	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Date</th> <th style="width: 50%;">Holiday Day(s) Taken (1 or ½ Day)</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td><td></td></tr> <tr><td>Tuesday</td><td></td><td></td></tr> <tr><td>Wednesday</td><td></td><td></td></tr> <tr><td>Thursday</td><td></td><td></td></tr> <tr><td>Friday</td><td></td><td></td></tr> <tr><td>Saturday</td><td></td><td></td></tr> <tr><td>Sunday</td><td></td><td></td></tr> <tr> <td colspan="2">Total</td> <td></td> </tr> </tbody> </table>		Date	Holiday Day(s) Taken (1 or ½ Day)	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			Total		
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<p>I certify that the above is an accurate record of my holiday taken. I understand that holiday which has not been accrued as part of my annual leave entitlement will not be paid for.</p> <p>Signature: Name: Date:</p> <p style="text-align: center;">Contractor Signature</p>	<p>I certify that the holiday request was approved in advance and has now been taken as holiday by the above named individual.</p> <p>Signature: Name: Position: Date:</p> <p style="text-align: center;">Client Authorised Signature</p>
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**Please only return to Matchtech once your holiday has been taken.
Unsigned forms will not be processed**

e: timesheets@gattacplc.com f: 01489 884395/6 t: 01489 884320

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