

Holiday Request



Name: _____

Address: _____

I would like to request the following days as holiday:

Start Date	Start Day	Return Date	Return Day	No. of Days of Holiday

Signed: _____

Print: _____

Date: _____

Notes

If you wish to take a holiday and receive any holiday pay owed to you, you must send us a holiday request. This pro-forma has been created to make it easy for you, however, you do not have to use it. The guidelines for submitting a holiday request are:

- The notice period must be twice as long as the period of leave requested. E.g. if you require one week's holiday, then you must give us two week's notice
- The request must be received in writing
- You cannot work whilst being on holiday
- Your request must be for a specific date range
- You will receive any pay due to you a week in arrears, i.e. if you take one week's holiday, you will receive your pay the Friday of the week after your holiday has finished
- You will receive all holiday pay that you have accrued when you receive your paid holiday
- You will not receive any paid holiday during the school holidays unless you have submitted a request, or completed the Automatic Payment consent form.

Once complete, please, return this request by:

- fax to 020 8882 3687,
- email to teachers@stepteachers.co.uk,
- post to Step Teachers Ltd, South Point House, 321 Chase Road, London, N14 6JT.

If you are requesting paid holiday for the following week, then this request must be received in our offices by 5pm on the preceding Monday.

For Office Use Only	Teacher ID: <input type="text"/>
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