

HOLIDAY REQUEST / Accrued days INQUIRY

RING OFFICE 4 days after submitting FOR CONFIRMATION OF DAYS AVAILABLE

NAME: **DATE:**

Tick

Holiday Days Accrued Inquiry

Refer to your terms and conditions for entitlement.

Holiday Request

Days Requested
 days

FROM: Date Day Time **TO:** Date Day Time

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I will be available to work from:

Date: Day: Time: (24hr clock)

Please post or email to :mailroom@abletheagency.com

SIGNED:

| | | | |
|------------------------|----------------------|-----------------|--|
| OFFICE USE: | | <u>ADVISORY</u> | |
| Unavailability Entered | Actioned | Consultant | |
| Availability Entered | <input type="text"/> | | |
| Payroll Advised | <input type="text"/> | | |

PAYROLL Received:

Search Date:
Anniversary Date:
Days Taken:
Available: **days**

Payroll Run Date
/ /

ADVISORY

Consultant:
Date:
D/A ref

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