



Xperience Recruitment Ltd
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Notification of Annual Leave

This form is for you to notify us of any periods which you wish to take as annual leave under the Xperience Recruitment paid annual leave scheme.

Notice Required:

The notice you give us of your intention to take annual leave must be at least three weeks before the period of leave that you wish to take. This notice period is required to comply with the Working Time Regulations, however, it would be helpful, where possible, to give us as much time as possible in order to make alternative arrangements with the client to cover the assignment during your absence.

How it is Calculated:

Holiday pay will be calculated on the basis of rates paid during a clients normal working hours and will be pro rata according to the average weekly hours you have worked in the leave year prior to your period of leave.

Entitlement:

You are only entitled to claim paid leave if you have worked for us for 13 weeks consecutively. If you have had a break of any week without work during the past 13 weeks you will not qualify for holiday payment. Please note that under the restrictions of the Working Times Regulations 1998, no payments can be made in lieu of annual leave and that no holiday can be carried over from one year to the next.

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Name:		Leave Requested: From..... To.....	
<p>I understand that should my engagement in employment with Xperience Recruitment Ltd terminate, my entitlement to paid annual leave will be calculated on a pro-rata basis. I will refund to Xperience Recruitment Ltd any payments received by me in excess of my entitlements on the date of termination and agree to Xperience Recruitment Ltd deducting any such payments from my final pay or any other monies due to me.</p>			
Signed:		Date:	
OFFICE USE: Entitlement Confirmed by Payroll department?		YES	NO
Signed:		Date:	