



Holiday Booking Terms

1. **Purpose of this form:** The purpose of this form is for you to notify us of any periods during which you intend to be unavailable for assignments because you will be taking annual leave under the current Working Time Directive Paid Annual Leave Scheme.
2. **Notice required:** The terms of your employment stipulate that a minimum of 2 weeks' notice is given prior to taking any holidays.
3. **Procedure:** It is essential that you have discussed and authorised your proposed absence with your line manager ahead of this form being forwarded to Dutton International.
4. **Holiday Period:** Our holiday period runs from January 1st to December 31st
5. **Holiday Calculation:** Holiday is accrued at a rate of 1 hour paid holiday for every 8.29 hours worked

Please complete the sections below and return this form via fax, post or email to your appointed branch as soon as possible

Forename		Surname	
I intend to be absent on paid annual leave over the period:			
From		To	
Workers Signature			
Date			
Authorised Clients signature			
Name (<i>Printed</i>)			
Date			