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**Holiday Authorisation Form**

Today’s Date:

Full Name:

D.O.B: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

Date Holiday Taken From: \_\_ \_\_ / \_\_ \_\_ / 2 0 1 5 / or All

Date Holiday Taken To: \_\_ \_\_ / \_\_ \_\_ / 2 0 1 5 / or All

Total Days Holiday to be paid out: \_\_ \_\_ \_\_ \_\_ DAYS / or All

Candidate Confirmation Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Confirmation Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:**

Please can you make sure that you have had your holiday days authorised by your line manager. Please once completed this form, can you return it by scanning to the attention of info@secondsite.co.uk and follow up with a confirmation email to make sure it has been received, without doing so could result to non-payment. Thank you.

**Office Use Only**

**Consultant Authorised:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consultant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidate Payroll Number:** \_\_ \_\_ \_\_ \_\_ \_\_

**Date Submitted:** \_\_ \_\_ / \_\_ \_\_ / 2 0 1 5

Please put the above information on the candidate system. Thanks.