

NOTIFICATION OF ANNUAL LEAVE

This form is for you to notify us of any periods which you wish to take as annual leave under Midgley Consulting LTD's Paid Annual Leave scheme.

Notice Required

The notice you give us of your intention to take annual leave must be at least twice as long as the period of leave you wish to take. i.e. if you want to take 3 days paid annual leave you must give us at least 6 working days notice. This notice period is required to comply with the Working Time Regulations, however, it would be helpful, where possible, to give us more time in order for us to make alternative arrangements with the client to cover the assignment during your absence.

Holiday pay will be calculated on the basis of the average rates paid during a client's normal working hours.

Please note that under the restrictions of the Working Times Regulations 1998, no payments can be made in lieu of annual leave (except upon termination of employment) and that no holiday can be carried over from one year to the next.

.....

Name:

I hereby give notice to take annual leave from..... to inclusive. This equates to a total of working days.

Signed:

Date:

P45 Request. (Please tick if P45 required)