



# Holiday Pay Request

Your Name:

How many days would you like to be paid for?  
*(Enter the amount in the block)*

Day(s):

To be paid into your account:  
*e.g. 15.06.07*

Friday:

## How to use this form:

1. Fill in your name.
2. Tell us how many days you would like paying for. Unless we notify you to the contrary you will be paid £40.00 minus tax & NI per day requested. If this figure represents less than you earn per day the excess will accumulate and remain available for you to request at any future stage.
3. We must only receive this form on the Friday before you wish the money to enter your account. Forms sent before this date will not be processed and will need to be re-sent the Friday before you wish the money to enter your account.
4. Once you have completed this form please fax to Ascendant Recruitment on 01908 200271. Please then call us on 01908 200270 to confirm safe receipt. As we will only be able to administer holiday pay upon safe receipt of this completed form.

Send to: Ascendant Recruitment, Acorn House, Midsummer Boulevard, Milton Keynes, MK9 3HP

Tel: 01908 200270

Fax: 01908 200271

Email: [info@ascendantrecruitment.co.uk](mailto:info@ascendantrecruitment.co.uk)

See our latest vacancies at [www.ascendantrecruitment.co.uk](http://www.ascendantrecruitment.co.uk)