



To qualify for annual paid holiday, please complete this form and fax it back to us on 020 7375 1818 or scan and email the form to admin@pan-european.co.uk. Please note that you are only eligible for holiday pay if you actually take the time off - for example, you cannot claim holiday pay if you continue to work.

**PLEASE REMEMBER:** The amount of notice required for leave is a minimum of twice the length of the period of leave taken – i.e. 2 week’s notice must be given for 1 week’s leave. Our Annual Leave Year runs from 1st January to 31st December and Annual Leave cannot be carried over to the following year.

**TO BE COMPLETED IN BLOCK CAPITALS**

**NAME:** .....

**CONTACT NUMBER:** .....

**NUMBER OF DAYS PAID HOLIDAY ALREADY TAKEN:** .....

**HOLIDAY DATES REQUESTED:** .....

.....

I confirm that I will not accept paid work elsewhere on the days taken as paid holiday.

**I AM LEAVING PAN EUROPEAN RECRUITMENT. PLEASE PAY ME ANY OUTSTANDING HOLIDAY PAY AND ISSUE ME A P45. (please tick)**

**SIGNED:** .....

**DATE:** .....

**NOTES:** .....

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Please return to:  
Fax:  
Email:

Pan European Recruitment  
020 7375 1818  
admin@pan-european.co.uk

FOR ACCOUNTS DEPARTMENT ONLY		
<u>Amount of Days</u>	<u>Amount Paid</u>	<u>Dates Paid</u>