



**JONATHAN LEE CONTRACTS LIMITED
HOLIDAY REQUEST FORM**

Contractors Name	
Client Name & Location	
Number of Hours/Days Requested	
Date To Be Taken	
From	To

Client Approval Signature
Date Annual Leave Requested

Contractors Signature

(Please complete in black ink)

Please Note.

This form must be sent to JLCL one week prior to taking your holiday.

Please fax FAO Payroll Dept. on 01384 441782, or via email to: welfare@jonlee.co.uk

The amount of payment which you will receive in respect of periods of annual leave taken during the course of an assignment will be calculated in accordance with and paid in proportion to the number of hours which you have worked on the assignment.