

P45 / HOLIDAY

Reference No

- Candidate holiday request
- Candidate P45 request (to include holiday pay if applicable)
- Statutory process

Full Name	Date(s) to be taken as holiday <i>(if holiday requested by candidate)</i>
Candidate Signature <i>(if P45 or holiday requested by candidate)</i>	Date
Consultant Signature	Date

OFFICE USE ONLY

HOLIDAY	DAYS	VALUE
Accrual		
Taken		
Balance		
ACTION	DAYS	VALUE
Holiday posted to GEL		
Balance		

- Holiday payment entered on GEL
- P45 process only - placements/timesheets status changed
- P45 process only - not required as candidate is working in week 12
- Faxed to accounts
- Place on candidates paper file

Director Signature	Date
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P45 process only - candidate to be re-activated? YES NO

ACCOUNTS OFFICE USE ONLY

- P45 leaver
- General Notes
- P45 printed
- P45 process only - candidate re-activated?

Week No	Date	Initial
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