

Request for Paid Leave



If you are working through BCL Legal on a PAYE basis you need to complete this form if you are looking to take accrued paid leave. You will not be able to take leave within the first 14 days from the start date of your Assignment. After this point please provide your consultant and client contact with at least 7 days notice of your requested holiday dates.

Please check with **our office manager** on **0845 241 0933** that you have accrued enough holidays for the period requested. Holidays must be requested in half or full days only.

Please complete the sections below and return the form to **temps@bcllegal.com** or **Fax: 0845 241 0931**

Your Name:

Your Signature:

Your Consultant's Name:

I wish to take holiday over the following dates:

Date From:

Date to:

Total Working Days to be Taken as Holiday:

Holiday Leave Authorised by:

Your Manager's Name:

Your Manager's Signature:

Today's Date:

BCL Legal