

Agency worker holiday request form

To request holiday, please complete this form and email it to your Acorn Consultant / Branch, and someone will then be in touch to confirm or decline your request. Please provide twice as much notice as the number of days you wish to take, e.g. for two days leave, we require four days' notice.

Name:

**Reference
number:**

**Branch /
Division:**

**Company you're
currently working
with, through Acorn:**

**Start date of
holiday:**

**End date
of holiday:**

**Total number of
days requested:**

**Destination
of holiday*:**

**For safety purposes as we manage the implications of Coronavirus worldwide, please state where you are travelling to during your time off, even if it is somewhere in the UK.*

If travelling to / from a country where a 14 day quarantine is required, you must self-isolate in accordance with the latest [Government guidelines](#). You will not be able to attend work during this period. Providing false information will result in the termination of your assignment.

**Please state the date you will be available
to work if you do have to quarantine for
14 days on your return:**

FOR OFFICE USE ONLY.

**Consultant
name:**

**Holiday
approved:** Yes No