**Holiday Request Form**

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| **Name** | Click here to enter text. |
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| **Date of request** | Click here to enter a date. |

If you are currently on assignment, please ensure that your reporting manager has approved your holiday before you submit this form. Then complete one of the following sections:

**To request 1 or more days**

I would like to request holiday from Click here to enter a date. To Click here to enter a date.

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Totalling days from my accrued holiday entitlement.

Please note, as standard, holiday days will be calculated at 7.5 hours per day. If you are working part-time and would like your average holiday day to be calculated differently, please complete the following statement.

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I would like my holiday paid at an average of hours per day.

*Or*

**To request partial days/hours**

I would like to request holiday from Click here to enter a date. To Click here to enter a date.

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|  |

Totalling hours from my accrued holiday entitlement.

Holiday requests must be received before the Temporary Staffing Service [Payroll deadline](https://www.jobs.ox.ac.uk/payroll-information) to be included in the payment for that month. Any holiday requests received after the deadline will be paid in the following month’s payroll.

Important: you cannot receive holiday pay for days that you are working

For further information please visit [www.jobs.ox.ac.uk/holiday-pay-and-benefits](https://www.jobs.ox.ac.uk/holiday-pay-and-benefits)

Please email your holiday requests to [tssholidays@admin.ox.ac.uk](mailto:tssholidays@admin.ox.ac.uk)