

- › Check with your line manager at work that they are happy for you to have the days off you plan to book.
- › Email our office to check how many days of holiday you have accrued
- › We will reply to you within 48 hours
- › If you are filling out this form online, download it and save it under a new file name. Then email it as an attachment back to us.
- › Or you can print off this form, fill it by hand and post it back to us.

Please select which division you are currently temping for:

Division	
Industrial	
Construction	
M&E	

Please complete the form below and return to OSP Group Ltd

Your name			
Company name (currently temping for)			
Dates of holiday	From:		To:
Total number of days			
Standard DAYS worked per week			

Office use only

Week	Days	Hours	Pay Rate	Pay

Consultant	Date
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