



Matrix Umbrella

Holiday Request Form

Version 1.0

Matrix Umbrella Holiday Form

Dear Worker,

Please complete the table below to book your intended leave and claim for any accrued holiday entitlement.

Your total accrued holiday to date is stated on your most recent payslip.

If your request exceeds the amount you have accrued at the time of the holiday, the remainder will be treated as unpaid leave.

Please note that you can only be paid for holiday accrued, and it can only be paid if you do not work on the days booked as holiday. Legislation does not allow holiday pay to be paid for any reason other than taking holiday or following the termination of your contract.

Candidate Details	
Full name	
Start date of holiday to be taken	
Date returning to work	
Total number of days you wish to claim for (if paid daily)	
Total number of hours you wish to claim for (if paid hourly)	

To ensure prompt processing, please return this form as an attachment to an email to umbrella@teammatrix.com by 12:00pm (Midday) on a Tuesday and we will respond via email to confirm when the request is to be paid. Any forms received after 12:00pm (midday) on a Tuesday may not be processed and paid until the following week.

