

- › Check with your line manager at work that they are happy for you to have the days off that you plan to book.
- › Email our holiday department to check how many days of holiday you have accrued: [admin@ospgrouppltd.com](mailto:admin@ospgrouppltd.com)
- › We will reply to you within 48 hours.
- › OSP Groups' holiday year runs from 1st October to 30th September each year. You must use your accrued holiday before the end of September because we cannot carry it over to the next year.
- › If you are filling out this form online, download it to your desktop and save it under a new file name. Then, email it as an attachment to [admin@ospgrouppltd.com](mailto:admin@ospgrouppltd.com) or fax it to: 01634 580555.
- › Or, you can print off this form and fill it out by hand. Then either drop it off or post it to: **OSP Group, Kingsley House, First Floor Suite 106, Balmoral Road, Gillingham, Kent, ME7 4NT**

**Please select which division you are currently temping for:**

Division	
Industrial	
Construction	
M&E	

**Please complete the form below and return to Prime Appointments**

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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**Specialist recruitment**

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