

## Annual Leave Request – Temporary Staff

Please contact Payroll on 01 665 0473 if you are unsure of available annual leave to date.

<b>Name of Employee:</b>	
<b>Current Assignment Business Name:</b>	
<b>Date Requested:</b>	
<b>Leave Requested:</b>	<b>From:</b>  <b>To:</b>  <b>Total number of days:</b>

<b>Managers Name (Print):</b>
-------------------------------

<b>Managers Signature:</b>	<b>Temporary's Signature:</b>
----------------------------	-------------------------------

Please fax or email your completed form to [payroll@priorityplacements.ie](mailto:payroll@priorityplacements.ie)

Fax number: 01 665 0473