

\*\*\* Branch use only \*\*\*

Associate First Name: \_\_\_\_\_ Associate Surname: \_\_\_\_\_

Fasttrack Number: 1 \_ \_ \_ \_ \_

Date of request: \_\_\_\_\_ Consultant Signature: \_\_\_\_\_

\*\*\* Associate Declaration \*\*\*

- I understand that I can only cash up Holiday Pay, up to one week of my minimum entitlement to annual holidays per entitlement year, if I meet all the qualifying criteria.
- I understand that Holiday Pay Cash-up requires a review of my employment and a calculation to ensure I have entitlement.
- I understand that Adecco can decline any request, without providing a specific reason for refusal.
- I understand that any request for cash up Holiday Pay needs to be submitted by me in writing.
- I understand that it might take up to 2 payroll periods before payment of any entitlement is made. Payment will be made in normal payment timeframes.
- I understand that I cannot cash up annual holiday entitlement that arose before 1<sup>st</sup> April 2011.

\*\*\* Associate written request \*\*\*

I \_\_\_\_\_ hereby request to cash-up \_\_\_\_\_ days from my current Holiday Pay balance.

Associate Signature: \_\_\_\_\_ Date of request: \_\_\_\_\_

\*\*\* Payroll use only \*\*\*