HOLIDAY REQUEST FORM INSTRUCTIONS

Please submit a separate holiday form for each month. i.e. if your holiday runs from 28th May - 6th June, you will need to submit 2 claim forms, one for May hours and one for June hours.

1. Fill in the **MONTH** that you are taking holiday.

2. Input your **SURNAME** and **FIRST NAME**

3. Input your **RESOURCE NUMBER**. This can be found on your timesheet. **It is extremely important this is correct, so please double check before submitting.** Inputting an incorrect resource number can result in your claim being paid to the incorrect worker. Please note that this is not the same as your assignment number. Your resource number will be in the format R******.

4. Write the **NUMBER OF HOURS** you would like to claim as holiday. If you wish to claim all your accrued hours, input PAY ALL. If you request more hours than you have accrued, the maximum amount will be paid to you.
5. Complete your **Ni number and D.O.B.**

   ![Ni Number and D.O.B. Table]

6. If you are taking time out of your assignment for holiday, please note the **DATES**.

   ![Holiday Dates Table]

7. Please **TICK** the applicable box.

   ![Ticking Options]

8. Please submit your request to **TSS-PAY@BRISTOL.AC.UK** by the last working day of the month for payment 26th of the following month.

   **THANK YOU!**