



# PAYE Holiday Form

**When to use this form:**

This form should be completed if you are taking leave from your job and believe you are entitled to holiday pay. You cannot claim holiday pay for days that you are not normally expected to work; e.g. weekends, Bank Holidays etc.

In order to be paid correctly you must complete this form; you should not write the information on your timesheet. You should not use this form if you are paid via a Limited Company.

**How to complete this form:**

Please complete all sections of this form; incomplete forms cannot be processed. You **must** ensure we receive this form at least 1 week prior to you commencing your holiday leave; without this notice your pay will be delayed. If you are faxing this form, please telephone to confirm receipt.

**Name:**

**Division:**

Dates Claiming	Hours Claiming
<b>Total</b>	

Please return to: Maxxima Limited  
 Hunter House  
 150 Hutton Road  
 Shenfield  
 Essex  
 CM15 8NL  
 Fax: 01277 234 918 or 01277 202 386

For confirmation of receipt, please call: 01277 232 805