

Requesting Holidays

Queries and submissions to: holidays@escaperecruitment.com



Unless advised otherwise, please follow this process to request your holidays. when on assignment through Escape.

1. Holiday request form

Complete a holiday request form; available to download at: www.escaperecruitment.com or from your Escape Account Manager

2. Authorisation

Get your holiday request approved from your line manager

3. Submission

Send your completed holiday form to: holidays@escaperecruitment.com

4. Confirmation

Your Escape recruiter will contact you to confirm your holidays have been booked.

5. Holiday Accrual

Your current holiday accrual will be updated accordingly and detailed in your payslip.

Remember: you should give notice at least twice the length of the period of annual leave that you wish to take.

e.g. if you wish to take one week off, you should notify us at least two weeks in advance.



holidays@escaperecruitment.com

www.escaperecruitment.com

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