



Wynnwith Group Ltd
Wynnwith House
Church Street West
Woking
Surrey
GU21 6DJ
www.wynnwith.com

Holiday Request Form for PAYE Contractors

For all holiday payment requests, please complete this form and return it to:

Payroll (Holiday Processing)
Wynnwith House
Woking
Surrey
GU21 6DJ

Fax - 0845 330 7271

Absence Details				
Contractor Name				
Dates of Absence (dd/mm/yy)	From		To	
Number of Working Days Absent				
Number of Days in Standard Contracted Working Week				
Contractor Signature				
Date				

Manager Approval	
Client Name	
Managers Name	
Managers Job Title	
Managers Signature	
Date	

Please contact Wynnwith Payroll for any holiday pay queries:
email - holidaypayrequests@wynnwith.com
phone - 01483 748 200