

Holiday Request Form

If you have your holiday pay 'retained' by Liquid Friday, Use this form to let us know when you'd like to take some, or all of your holiday pot.

You can fill in the info by completing the fields below and, when you're done, email to:

payroll@liquidfriday.co.uk

Then enjoy your time off...

Employee Name

Employee Number

e.g. 12345

Amount You Want To Be Paid:

e.g. £150

Friday To Receive Funds

e.g. 04/05/20

Important Notice:

We highly recommend taking your holiday on a week that you that you will not be working, or only being paid for part of a week's work. This means that you will get your normal tax free allowance, and minimise the amount of tax and NIC'S deducted from your holiday pay. We require your completed form before Tuesday of the week you wish to receive your holiday pay.

For help filling in this form, or to find out how much holiday pay you have available, please contact the Payroll Team on the phone numbers or email address to the right.

Telephone:
023 9288 3300

Email:
hello@liquidfriday.co.uk

Website:
www.liquidfriday.co.uk