

*Quality Staffing Specialists*

**Request: Holiday Pay or Vacation Leave**

**Fax this completed form to 919-481-1092 only.** Holiday or Vacation Pay request forms faxed to the Paylily timesheet system will be automatically deleted.

Name (print): \_\_\_\_\_

Social Security #: XXX-XX-\_\_\_\_\_

I request the following (check appropriate box):

- Holiday pay of \_\_\_ hours (based on your scheduled daily hours, up to 8 hrs.) for week ending \_\_\_\_\_. In order to qualify, I verify that I have met the following requirements: I have worked 1500 hours during the last twelve (12) months, as well as worked the day before a holiday and the next working day after the holiday. **Holiday pay requests should be faxed to 919-481-1092 during the week the holiday occurs.** Paid Holidays are: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
  
- Vacation pay of 35 hours (at my average pay rate) for week ending \_\_\_\_\_. In order to qualify, I verify the following:
  - I have met the requirement of 1800 hours worked during the last twelve (12) months.
  - **Vacation requests should be faxed to 919-481-1092.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY					
HHR:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	VHR:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
HAS:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	VAS:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
HPR:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
HPO:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			



*Bringing the Best Together...Providing the Perfect Fit*

**Phone: 919-481-4114 Fax: 919-481-1092**

**[www.quality-staffing.com](http://www.quality-staffing.com)**