

Earn Extra Umbrella Holiday Claim



Name	
Address	
Town	
City	
County	
Postcode	
NI Number	
Agency	

I wish to claim holiday pay for the following days annual leave

From (day)	Date	To (day)	Date

Total number of normal working days requested	I will be returning to work on	Annual leave entitlement in days this holiday year	Total number of days taken so far from entitlement

OR (Please tick as appropriate)

I wish to claim ALL holiday pay due to me

I wish to claim £_____ of holiday pay due to me

Signed by Earn Extra Umbrella employee: _____ Date: _____

Signed on behalf of the Company: _____ Date: _____

You can submit your holiday form via the Earn Extra E-Portal, email or post

- ▶ **E-Portal:** www.eezytime.co.uk/meritportal/login.aspx
- ▶ **Email:** expenses@earnextra.org.uk
- ▶ **Post:** Earn Extra, 4 Phoenix Court, Wakefield Road, Brighouse, HD6 1PF

If you require more information or assistance, please call 01484 713147 or email info@earnextra.org.uk