



**1ST TEAM Staffing Services, Inc.**

*Building Partnerships*

### **Holiday Pay Request Form**

*Please read the following before submitting this form...*

Any 1ST Team employee who has worked 800 consecutive hours within this calendar year (January 1, 2010 through December 31, 2010) is eligible for 6 paid holidays. If you have worked that amount of time please complete the information below and submit this form to your local 1ST TEAM office within 30 days of the holiday you are requesting for determination of eligibility.

In order to be eligible you must also complete the following within 30 days of the holiday:

- You must work a complete day before and a complete day after the holiday.  
(i.e. If you take a half-day but the company runs a full shift you will not qualify.)
- You must have a clean safety record.  
(i.e. If you have been written up for any safety violation, you will not qualify.)
- You must follow all 1ST TEAM Staffing policies and procedures.  
(i.e. A no call-no show to any assignment through the year will count against you.)
- Must maintain perfect attendance 6 weeks prior to Holiday.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Which holiday are you requesting (You must use a separate form for each holiday you are requesting):

- New Year's Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Name of Company where you currently work: \_\_\_\_\_

Are Child Support Funds currently being taken out of your check? \_\_\_\_\_YES \_\_\_\_\_NO

**This section is for office use only:**

Date: \_\_\_\_\_ Hours: \_\_\_\_\_ Before  After

Recruiter's remarks: \_\_\_\_\_

\_\_\_\_\_

APPROVED  DENIED  Reason: \_\_\_\_\_