

## VACATION REQUEST FORM

<b>FULL NAME:</b>
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To be filled out  
by BouwGenius

Date of last working day before vacation		Date of first working day after vacation		Amount of calendar days during vacation	
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Total working days

### REASON VACATION REQUEST

<input type="checkbox"/>	Vacation leave   <i>Vacation days are paid based on the number of reserved vacation days</i>
<input type="checkbox"/>	Special leave   <i>Wedding, birth, funeral, moving, etc.. According to labour agreement. Only accepted after relevant documents are supplied.</i>
<input type="checkbox"/>	Unpaid vacation leave, select reason: <ul style="list-style-type: none"> <li><input type="radio"/> Prolonged home travel</li> <li><input type="radio"/> Personal circumstances</li> <li><input type="radio"/> Family reasons</li> <li><input type="radio"/> Car issues</li> <li><input type="radio"/> Other: .....</li> </ul>

-/- non – paid days

### HOME TRAVEL? SELECT DISTANCE AND CHECK YOUR VACATION DAYS

	<i>DISTANCE BACK HOME (SINGLE JOURNEY)</i>	<i>MINIMUM NON-WORKING DAYS</i>
<input type="checkbox"/>	Between 750 and 1000 kilometer	Minimum 3 days in a row
<input type="checkbox"/>	Between 1000 and 1400 kilometer	Minimum 4 days in a row
<input type="checkbox"/>	Between 1400 and 1800 kilometer	Minimum 6 days in a row
<input type="checkbox"/>	More than 1800 kilometer	Minimum 7 days in a row

<b>COMMENTS:</b>
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Paid days

### FOR APPROVAL

<i>Name employee</i>	<i>Name client</i>	<i>Name BouwGenius</i>
<i>Date</i>	<i>Date</i>	<i>Date</i>
<i>Signature</i>	<i>Signature</i>	<i>Signature</i>