

VACATION REQUEST FORM

FULL NAME:

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	
--	--	--	--	---	--

Total working days

REASON VACATION REQUEST

Important: Vacation of more than 2 weeks need to be requested at least 4 weeks in advance

<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"> <input type="radio"/> Prolonged home travel <input type="radio"/> Personal circumstances <input type="radio"/> Family reasons <input type="radio"/> Car issues <input type="radio"/> Other:

-/- 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

COMMENTS:

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>