

Vacation request form

Name, Surname:

From Date:	To Date:	Amount of working days:
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Application for

- Vacation leave (paid from all accumulated reservations)
- special leave Only accepted after delivering relevant documents about special reason (weddings, birth, funerals, moving etc. according Labour Agreement)
- non paid Vacation (specify reason below)
 - Prolonged hometravel
 - Personal circumstances
 - Family reasons
 - Car issues

Comments:

For approval:

Employee	Client	TecLine
Date/Name/Signature	Date/Name/Signature	Date/Name/Signature

Please send the signed document to timesheet@tecline.com, latest 2 weeks in advance.

to be filled in by TecLine:

- Employee of TecLine GmbH
- Employee of TecLine BV