

VACATION REQUEST FORM

FULL NAME:

To be filled out
by TeCLine

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

Vacation leave | *Vacation days are paid based on the number of reserved vacation days*

Special leave | *Wedding, birth, funeral, moving, etc.. According to labour agreement. Only accepted after relevant documents are supplied.*

Unpaid vacation leave, select reason:

- Prolonged home travel
- Personal circumstances
- Family reasons
- Car issues
- Other:

Time for time (*only for TecLine Germany*)

-/- 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

Paid days

COMMENTS:

FOR APPROVAL

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