UA Urlaubsantrag

Holiday and time-off application from the time account balance

Name: Employee number:

I hereby apply for

[ ]  **Unpaid holiday** [ ]  **Paid holiday** \* [ ]  **Compensatory leave**

**from to =**  **working days**

[ ]  customer has been informed and consented. Contact person:

In case of **unpaid holiday**, following reason is declared by the employee:

\* In case more paid holiday is requested then earned / available, we will classify the difference to the paid holiday days as unpaid holiday. The holiday will start with the available paid days. I was advised that I am not entitled for compensation for any unpaid holiday.

[ ]  **conversion of compensatory leave** **into salary** for  hrs. for the payroll cycle (month)

[ ]  **conversion of compensatory leave** **into salary** of all possible hours (max. 20 hrs/months) for the payroll cycle (months)

[ ]  **conversion of compensatory leave** **into salary** of all possible hours in accordance with the wage agreement.

I am aware that I can take holiday only with the expressed permission of HRsolution. I hereby confirm that this holiday was sought on my own request:

[ ]  not approved, due to the fact that:

[ ]  substitute authorized from to

[ ]  approved

[ ]  payroll entry

 ,

Place, Date Signature employee Signature HRsolution