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