**Application for vacation**

|  |  |
| --- | --- |
| First name, Last name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Division( ) |
| Remaining vacation entitlement \_\_\_\_\_ (Days) |

|  |  |  |
| --- | --- | --- |
| I will apply for | Period | Working day(s) |
| [ ]  vacation | from to |  |
| [ ]  vacation | from to |  |
| [ ]  vacation | from to |  |
| [ ]  vacation | from to |  |
| Reason for special vacation: |

|  |  |
| --- | --- |
| Proxy | Signature proxy |

Signature applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Not to be completed by the applicant

|  |  |
| --- | --- |
| [ ]  Approved[ ]  Not approvedReason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Singature management\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Remaining vacation (after application)  |  \_\_\_\_ Days |