**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 approved  Reason  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Singature management  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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