

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

Important: Vacation of more than 2 weeks need to be requested at least 4 weeks in advance.

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**

DISTANCE BACK HOME (SINGLE JOURNEY)	MINIMUM NON-WORKING DAYS
<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

Name employee	Name client	Name TecLine
Date	Date	Date
Signature	Signature	Signature