

ANNUAL LEAVE APPLICATION



Section 1. OFFICER REQUEST

NAME	<input type="text"/>	PIN	<input type="text"/>
FORTNIGHTLY PAY	<input type="text"/>	MONTHLY PAY	<input type="text"/>
		SALARIED	<input type="text"/>
SITE NAME	<input type="text"/>	SITE NO	<input type="text"/>

I WISH TO TAKE HOLIDAYS AS FOLLOWS:

DATES:	LAST WORKING SHIFT	<input type="text"/>	FIRST SHIFT BACK	<input type="text"/>
	Rostered	<input type="text"/>		
	Day(s) within Annual			
	Leave request			
	period.			

The holiday year runs from 1st April to 31st March. Applications for annual leave must be received at Head Office at least 4 weeks prior to the start of the holiday. This allows the request to be authorised, Site officer annual leave will be approved by your Area Manager. Relief officers holidays will be approved by Resource. Depending on the number of officers assigned to a site it may not be possible for more than one officer on a shift/site to be off at any one time. Once approved the annual leave period will be entered onto the rostering system. If the leave application arrives without authorisation or cannot be entered the form will scanned and sent back to your Manager who will contact you directly. ALL requests for annual leave within the current year MUST be made prior to 1st March.

This represents rostered shifts and days holiday pay.

Vision Security Group Ltd reserves the right to recover all overpayments.

SIGNED	<input type="text"/>	DATE	<input type="text"/>
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Section 2. AUTHORISATION

APPROVED BY (name)	<input type="text"/>	Position	<input type="text"/>
SIGNATURE	<input type="text"/>	DATE	<input type="text"/>

Section 3. FOR HEAD OFFICE USE ONLY

Date entered by Resource	RoleCALL Reference No	Initials
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please complete section 1 fully and send to your Area Manager for approval who will then forward it to Head Office via, Post; Resource, 650 Pavilion Drive, Northampton Business Park, Northampton, NN4 7SL, Fax; 0845 643 2132, or Email; holiday@vsg.co.uk