

Alpha Personnel Recruitment Limited Level 2 Laptop House, 23 Waring Taylor Street Wellington PO Box 10-723, Wellington, New Zealand Telephone 64 4 499 3270 Facsimile 64 4 499 3276 Email wellington@alphajobs.co.nz

## **ANNUAL LEAVE APPLICATION FORM**

- Alpha Recruitment must be informed of all annual leave prior to it being taken and if in a current assignment, the client's permission and full agreement must be obtained.
- As per the Holidays Act 2003, if you have been employed by Alpha Recruitment for twelve (12) months, you will be entitled to four (4) weeks paid leave (paid at the greater of your ordinary weekly pay or your average weekly earnings for the previous 12 months), reduced by any leave taken in advance.
- If you have NOT been employed by Alpha Recruitment for twelve (12) months but you have accrued holiday pay, you may apply for **pay in advance of entitlement** (which will equate to approximately 8% of your earnings for the period) with the agreement of a Director of Alpha Recruitment.

## All holidays must be approved two weeks in advance.

Date:	
Temporary Employee Name:	
Client Company Name:	
Reporting to:	
Last day of work before annual leave:	
Date returning to work:	
Total number of workdays absent:	
Are you requesting annual leave pay?	YES NO
NOTE: Payment is subject to approval by the Managing Director of Alpha Personnel Recruitment Ltd.	
Signature of Temporary Employee:	
FOR OFFICE USE ONLY	
Date:	
Consultant's Signature:	
Admin Schedule Check:	
Director's Signature:	
Payroll Entry Date:	